



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING  
101 N. MAIN STREET, WAUCONDA, IL**

**TUESDAY, OCTOBER 4, 2016  
7:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. RECOGNITION**
  - A. Proclamation – White Cane Day Safety Day in 2016**
- 5. PUBLIC COMMENT:** *Citizens wishing to address the Village Board on any topic of Village business may do so during the public comment section near the beginning of the agenda after requesting to speak by providing name, address, and contact information on the sign-in form near the entrance to the Board room. Citizens wishing to address the public body on any specific item that appears under new business on the agenda will have an opportunity to do so when that agenda item is under consideration if they have requested to address the Board on the topic by completing the sign-in form located near the entrance to the Board Room prior to the start of the meeting. Please keep remarks concise. Individual speakers will be limited to three minutes. All audience participation must be recognized by the Mayor including questions to other Board members, staff or petitioners. When there is a controversial issue or large group present, the Mayor may limit the total amount of time allocated to those who want to speak and all who speak are asked to comply with the established time limit.*
- 6. APPROVAL OF AGENDA**  
*(Last Ordinance No. was 2016-O-28) (Last Resolution No. was 2016-R-09)*
- 7. APPOINTMENTS**
  - A. Mayoral Appointment of Bryan Anderson to the Police Commission to Fulfill the Term Expiring April 30, 2017**
- 8. MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**
- 9. CONSENT AGENDA**
  - A. Bills for Payment from September 14, 2016 through September 27, 2016 in the Amount of \$300,911.97** (Pgs. 3-32)
  - B. Minutes of the September 19, 2016 Regular Village Board Meeting** (Pgs. 33-36)
  - C. Approval of the Request to Hold the 2016 Lion's Club Candy Day on Village Streets on October 13<sup>th</sup> and 14<sup>th</sup>** (Pg. 37)
  - D. Approval of Pay Request #4 for the Lake Michigan Water Internal System Improvements Project – Phase 2 in the Amount of \$494,126.01** (Pgs. 38-44)
- 10. MOTION TO APPROVE ITEM A THROUGH D ON THE CONSENT AGENDA**
- 11. OLD BUSINESS**
  - A. Village Services Committee Recommendation to Approve a New Investment Policy** (Pgs. 45-63)

- B. Village Services Committee Recommendation to Approve a New Purchasing Policy (Pgs. 64-88)

**12. NEW BUSINESS**

- A. (Action) Consideration and Approval of a Budget Amendment (#3) in the Amount of \$20,000 Using Restricted Funds for Phase 2 of the Remodeling/Improvement of the Police Station and Acquisition of Office Furniture for the Patrol Office Area (Pgs. 89-96)
- B. (Discussion) A Recommendation from the License and Administration Committee on Amendments to the Village Code Relative to the Following Articles:
- Title III: Administration (Ch. 30, 31, 33)
  - Title V: Public Works (Ch. 50)
  - Title VII: Traffic Code (Ch. 77)
  - Title IX: General Regulations (Ch. 90-93, 95, 96, 98, 99)
  - Title XI: Business Regulations (Ch. 110, 114, 116, 119-121)
  - Title XIII: General Offenses (Ch. 132)
  - Title XV: Land Usage (Ch. 150, 152, 155) (Pgs. 97-123)

**13. MAYOR'S REPORT**

**14. COMMITTEE REPORTS & TRUSTEE COMMENTS**

**15. ADJOURNMENT**

*Posted 9/30/2016*

*The Mayor and Board of Trustees welcome you to the "Regular Village Board Meeting". These meetings take place the first and third Tuesday of every month. During Regular Board meetings, a consent agenda is presented to the Board for a vote. All items under the consent agenda are considered to be settled and will be enacted by one motion. There will be no additional discussion of these items unless there is a request by a Board member.*

*The documents provided with the Board Meeting agenda are for informational purposes only. Until or unless the Village Board votes on a matter contained on the agenda, the matter is not final.*



**PROCLAMATION  
VILLAGE OF WAUCONDA**

**WHITE CANE SAFETY DAY**

**WHEREAS**, people who are blind or visually impaired live full and active lives; and,

**WHEREAS**, people who are visually impaired use a variety of special tools to increase their independence; and,

**WHEREAS**, the white cane and dog guide are tools a person who is blind or visually impaired may use for safe and independent travel in their community; and,

**WHEREAS**, the white cane and dog guide can also identify a person as being visually impaired; and,

**WHEREAS**, the State of Illinois has a White Cane Law which states that all drivers must yield the right of way to any person using a White Cane or Dog Guide; and,

**WHEREAS**, in 1930 the Lion's Club service organization were the first group to distribute White Canes to people who were blind or visually impaired to enhance their safe travel; and,

**WHEREAS**, in 1964 the U.S. Congress authorized the President of the United States to annually proclaim October 15<sup>th</sup> as "National White Cane Safety Day"; and,

**NOW, THEREFORE, BE IT SAID**, that I, Frank A. Bart, Mayor of the Village of Wauconda, in the County of Lake, in the State of Illinois, do hereby proclaim October 15, 2016 as White Cane Safety Day.

**PROCLAIMED this 4<sup>th</sup> day of October, 2016.**

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Frank A. Bart, Village President

Attested by:

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Gina Strelecki, Village Clerk

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## APPOINTMENTS

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** October 4, 2016 Village Board Meeting

**RE:** Mayor Bart's Recommendation for the Appointment of Bryan Anderson to the Position of Commissioner on the Board of Fire and Police Commissioners to the Term Expiring April 30, 2017

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**Background.** As the Village Board is aware, Corey Daun recently resigned his position with the Board of Fire and Police Commissioners due to work demands. The Commissioner position filled by Mr. Daun expires April 30, 2017. The duties of the Police Commission are crucial to providing and maintaining an effective police force for the Village. The Commission acts as a civil service commission for hiring and promoting sworn officers.

The appointment of the Commissioners is by appointment of the Mayor with the advice and consent of the Village Board.

**Analysis.** Mayor Bart provided the applications for the vacation position to the seated Police Commissioners and asked for their recommendation. Mr. Anderson was the resulting recommendation to the Mayor. His resume is attached.

**Recommendation.** It is recommended that the Village Board approve the appointment of Bryan Anderson to the remainder of Corey Daun's term on the Police Commission which expires on April 30, 2017.

# BRYAN ANDERSON

911 Woodland Road • Wauconda, IL 60084

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## SALES OPERATIONS & TRAINING LEADERSHIP

*Sales Strategies / Business & Professional Development Initiatives / Revenue Gains  
Goal Setting & Attainment / Enhanced Sales Force Effectiveness / Productivity Improvement*

Dynamic performance-driven sales manager with progressive career record of directing successful sales campaigns and training initiatives to grow market share for industry leading enterprises. Robust sales leadership talents; excel at overseeing multiple territories while concurrently educating, coaching, and motivating inside and outside sales teams on effective sales and service techniques for exceeding revenue and service targets. Tenaciously pursue opportunities; persuasively negotiate valuable agreements; creatively adapt solutions to align sales objectives with results. Dedicated to improving processes and delivery of quality service.

### Areas of Sales & Management Expertise

- Strategic Sales Planning & Execution
- Operational / Service Excellence
- Inside / Territory Management
- Team Building, Motivation & Retention
- Sales Skills & Techniques Training
- Tactical Sales Guidance & Coaching
- Client Relations / Customer Satisfaction
- Training Resources / Materials / Logistics
- Product Information & Knowledge Transfer
- Vendor Administration / Contract Negotiations
- Call Center Operations / CRM / Technology Utilization
- Performance Metrics / Reporting

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## PROFESSIONAL EXPERIENCE

REAL PEOPLE REALTY. – Schaumburg, IL

*Managing all aspects of real estate transactions for diverse clientele*

### **Broker Associate** (2016 to present)

- ◆ Research real estate market for potential clients (purchase, sale and rental) using the MLS.
- ◆ Establish rapport with prospective buyers to determine needs, timeframe and ability to purchase.
- ◆ Network with industry professionals and other real estate professionals.
- ◆ Negotiate sales and purchase contracts, ensuring accuracy and preparing amendments as needed for my clients.

BERKSHIRE HATHAWAY KOENIGRUBLOFF. – Libertyville, IL

*Managing all aspects of real estate transactions for diverse clientele*

### **Broker Associate** (2015 to 2016)

- ◆ Research real estate market for potential clients (purchase, sale and rental) using the MLS.
- ◆ Establish rapport with prospective buyers to determine needs, timeframe and ability to purchase.
- ◆ Network with industry professionals and other real estate professionals.
- ◆ Negotiate sales and purchase contracts, ensuring accuracy and preparing amendments as needed for my clients.

PURE HEALTH SOLUTIONS, INC. – Vernon Hills, IL

*Devised and carried out strategic plans to grow outside sales opportunities for manufacturer and global supplier of water coolers and beverage products.*

### **Director – Business Development Center (BDC)** (2013 to 2014)

Hired, coached, and developed BDC representatives and facilitated new hire training for field sales representatives. Communicated with BDC reps on a daily basis to gather feedback, set appointments, assess challenges, address issues, and overcome obstacles. Liaised and coordinated across multiple departments to accomplish goals, including partnering with marketing on monthly marketing campaigns. Championed cloud-based call center solution; managed BDC telephony equipment. Administered monthly BDC commission report.

- ◆ Accelerated CRM utilization adoption rate from 5% to 54% by playing integral leadership and training role in deployment of new CRM tool to both sales and BDC.

...continued...

- ◆ Increased call volume 34% by spearheading conversion to Five9 VCC cloud contact center software.
- ◆ Decreased appointment errors 20% by facilitating automation of the appointment setting process.
- ◆ Fine tuned lead management procedures by collaborating with CRM administrator on development of a clear lead pipeline system for both sales and BDC.
- ◆ Reduced unnecessary calls to current or duplicate customers by executing a CRM database clean up.
- ◆ Regularly collected and integrated ideas and solutions for process improvements from frontline personnel; fostered a more competitive environment by creating a BDC leader board.
- ◆ Collaborated on implementation of new interactive voice response (IVR) which matched customer need to the right department with minimal to zero transfers.
- ◆ Regularly updated executive leadership on staffing levels, call center statistics, rep performance, and forecasts by compiling and presenting periodic reports.

STERICYCLE, INC. – Northbrook, IL

*Provided sales leadership and expertise for \$1.3B waste management services company offering compliant regulated waste disposal, recall, and sustainability services.*

**Sales Manager** (2010 to 2012)

Promoted to formulate and deploy promotional plans, drive sales, and surpass revenue and business objectives. Developed, directed, and supported inside sales teams of as many as 20 in proficient implementation of sales and customer service strategies. Consulted with team members and set sales metrics to ensure realization of monthly targets; assisted in scripting customer presentations and talking points. Negotiated agreements with customers; capitalized on referrals. Tracked, reviewed, evaluated, and reported on individual and team performance in Salesforce.com. Collated and delivered periodic updates to executive leadership.

- ◆ Modeled exemplary sales and leadership conduct and persistently infused positive customer-focused attitude throughout sales force.
- ◆ Triggered revenue gain of 15% on Territory Telesales team by instituting quarterly territory meetings and face-to face reviews with inside telesales personnel.
- ◆ Increased right-size service team revenue from smaller customers 76% by dividing team into two focused sales teams.
- ◆ Generated a greater save rate by reducing retention team case load from 55 to 30 representatives per month giving reps the opportunity to concentrate on the newest cases.
- ◆ Streamlined and improved continuity of customer service by unifying retention team, restructuring service processes, and eliminating hand-off between departments.

STERICYCLE, INC. – Bannockburn, IL

**Sales Trainer | Sales Representative** (2006 to 2010)

Charged with delivering company orientation and building sound sales skills to boost sales force effectiveness. Created training material, conducted classes, and coached and mentored groups of as many as 20 new and existing sales agents. Contracted with outside vendors for supplemental training; consulted with internal OSHA trainers to bolster content. Collaborated with managers on needs and logistics for on-going training. Partnered with IT team to facilitate training automation with networked telephony and computer equipment.

- ◆ In '09 new sales representatives averaged 95% of targeted first-month goal as a result of better initial sales training and coaching, which included instruction in practical hands-on sales techniques.
- ◆ Elevated training standards by establishing sales certification program; raised sales employee retention levels by 20%.
- ◆ Contributed to better understanding of day-to-day operations between drivers and sales department by encouraging and scheduling regular ride-alongs.
- ◆ As Sales Representative, excelled in prospecting and networking; identifying customer needs, presenting and proposing programs, negotiating pricing and terms; and closing business.

CANON BUSINESS SOLUTIONS – Schaumburg, IL (Division of Canon USA, Inc.)

*Advanced to lead sales training initiatives following successful one-year tenure promoting networked printing devices for industry leading document management company.*

**Sales Trainer | Sales Representative** (1996 to 2006)

Effectively applied comprehensive product knowledge, understanding of industry, and sales cycle proficiency to train and prepare new sales representatives for face-to-face selling. Coordinated training resources and materials for three-week training program with multiple internal departments. Guided and instructed as many as ten new hires in learning best sales techniques. Provided individual feedback and reported new recruit progress.

- ◆ Decreased sales team turnover by 10% through enhanced training protocols which included augmenting training curriculum with Professional Selling Skills (PSS) program.
- ◆ Recognized for performance and training excellence with '98 President's Circle Award; acknowledged as Employee of the Year in '02; and earned Employee of the Quarter in '01.

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## **EDUCATION & PROFESSIONAL TRAINING**

Computer Information for Business • DEVRY UNIVERSITY OF TECHNOLOGY – Chicago, IL

**Professional Development:** Professional Selling Skills (PSS) Certification, 2004 • SPIN Selling Certification, 2000

**Computer Skills:** Proficient with Windows and Mac operating systems, Five9 VCC, Microsoft Dynamics 2013, Office Suite (Word, Excel, PowerPoint, Outlook) and Salesforce.com.



Accounts Payable Period: 9/14/16 - 9/27/16

**The President and Board of Trustees of the Village of Wauconda approves Warrant, as stated below and authorizes the Village Treasurer to forward payment this 4th day of October, 2016.**

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk

**RECAPITULATION**

**Manual Checks and ACH Payments**

<u>Vendor</u>	<u>Fund</u>	<u>Description</u>	<u>Amount</u>	<u>CK NO.</u>
		911 Center, Vac Truck		ACH
	General Fund			
	G/F Restricted		3,044.19	
	W/S Fund		2,654.95	
	W/S Restricted			
	General Fund			
	W/S Fund			
	General Fund			
	W/S Fund			

**Total Combined Fund**

**\$ 5,699.14**

**Village Accounts Payable**

General Fund	\$213,427.79	General Fund Restricted	
Water Sewer Fund	\$77,465.01	Tort	\$18,307.00
TIF		Northwater Project	
Lake Michigan Water	\$222.00	Capital Fund	
Audit Fund		Marine Fund	\$1,138.77
Motor Fuel Tax			
<b>Total Automated AP</b>			<b>\$310,560.57</b>

**TOTAL ACCOUNTS PAYABLE**

**\$316,259.71**

**Gross Payroll 9/16/16**

**\$216,250.17**

- VOIDED 15,347.74  
TOTAL AP \$ 300,911.97

# Accounts Payable

## Checks by Date - Summary by Check Date

User: coconnor  
Printed: 9/29/2016 10:04 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86720	ATOZENCO	A To Z Engraving Co. Inc.	10/04/2016	103.00
86721	ACEHARD	Ace Hardware	10/04/2016	312.78
86722	ADAMRA	Adams, R.A. Enterprises, Inc	10/04/2016	1,420.00
86723	ALLIANCE	Alliance Auto Sales	10/04/2016	737.46
86724	ALLIECEN	Allied Central Security & Alarm Inc.	10/04/2016	1,508.80
86725	ATLASBOB	Atlas Bobcat, LLC	10/04/2016	630.00
86726	BERRYTIR	Berry Tire & Auto	10/04/2016	127.69
86727	BLKBURN	Blackburn Mfg. Company	10/04/2016	268.98
86728	BOTTEMIC	Michael A. Botterman	10/04/2016	75.00
86729	BUFFDUST	Buffington, Dustin	10/04/2016	44.68
86730	BURRISEQ	Burris Equipment Company	10/04/2016	63.90
86731	CALLONE2	Call One Inc	10/04/2016	619.78
86732	CAMPBRO	Campbell, Rolf C. & Associates	10/04/2016	110.00
86733	Capone	Capital One Commercial	10/04/2016	309.50
86734	CDWGOV	CDW Government, Inc.	10/04/2016	654.00
86735	City Ele	City Electric Supply (C.E.S.)	10/04/2016	247.06
86736	CMRBENEF	CMR Benefits Group, Inc.	10/04/2016	3,240.00
86737	COMCAST3	Comcast Business	10/04/2016	963.24
86738	COMCASTC	Comcast Cable	10/04/2016	478.26
86739	COMED3	ComEd	10/04/2016	10,389.34
86740	COMEDPO	ComEd	10/04/2016	762.23
86741	CONSF SIN	Conserv FS, Inc	10/04/2016	1,022.11
86742	COSTWHMI	Costco Wholesale Membership	10/04/2016	165.00
86743	CURRMOTC	Currie Motors	10/04/2016	59,857.00
86744	DPSEQUIP	DPS Equipment Services, Inc.	10/04/2016	7,395.00
86745	EDERCASE	Eder, Casella and Company	10/04/2016	2,475.00
86746	ERLAMAIN	Eric's Lawn Maintenance, Inc	10/04/2016	4,730.00
86747	EXTREMAI	Extreme Maintenance, Inc.	10/04/2016	1,410.00
86748	GALLICHR	Christopher Gallivan	10/04/2016	10.56
86749	GALLS, L	GALLS, LLC	10/04/2016	41.44
86750	GREATLAK	Great Lakes Elevator Service, Inc	10/04/2016	247.00
86751	GRLALINE	Great Lakes LINE-X	10/04/2016	2,000.00
86752	HACHCOMI	Hach Company	10/04/2016	711.41
86753	HAWK	HAWKINS, INC.	10/04/2016	358.50
86754	HERICRYS	Heritage-Crystal Clean, LLC	10/04/2016	353.00
86755	HRDIRECT	HR Direct	10/04/2016	254.63
86756	HYDRCHCC	Hydrite Chemical Company	10/04/2016	7,215.05
86757	ILPUBRK	IPRF Illinois Public Risk Fund	10/04/2016	18,307.00
86758	ILLISEAW	Illinois Section AWWA	10/04/2016	240.00
86759	IMPACTNE	Impact Networking, LLC	10/04/2016	408.21
86760	INTBATTE	Interstate Battery Systems of Fox River Val	10/04/2016	75.95
86761	JOHNS	John's Complete Auto Service Inc.	10/04/2016	1,000.00
86762	KIESLPOL	Kiesler's Police Supply, Inc.	10/04/2016	50.00
86763	KOLARKRI	Kristan Kolar	10/04/2016	21.95
86764	KONICMIN	Konica Minolta Premier Finance	10/04/2016	270.88
86765	KOSCFLAG	Kosco Flags	10/04/2016	591.95
86766	LCSHERES	Lake County Sheriff Reserve Deputy Unit	10/04/2016	600.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
86767	LKCOUTTR	Lake County Treasurer	10/04/2016	555.40
86768	LECHNAND	Lechner and Sons Uniform Rental	10/04/2016	45.88
86769	MRUFLAOF	Magna, Rudolph F. Law Office Of	10/04/2016	✓ 010 15,347.74
86770	MAINATTR	Main Street Attraction	10/04/2016	250.00
86771	MASTEAUT	Master Auto Repair Clinic Inc.	10/04/2016	18.00
86772	MCHEANW	McHenry Analytical Water	10/04/2016	45.00
86773	MENALAKI	Menards-Fox Lake	10/04/2016	77.09
86774	MIKETOIN	Mike's Towing, Inc.	10/04/2016	452.01
86775	MOBILLUB	Mobile Lube Express, Inc.	10/04/2016	6,978.86
86776	MOTREQIN	Monroe Truck Equipment, Inc.	10/04/2016	538.59
86777	NICOR3	Nicor	10/04/2016	233.18
86778	OFFIDEPO	Office Depot	10/04/2016	314.27
86779	OVERFLOW	OVERFLOW ENTERTAINMENT	10/04/2016	300.00
86780	PARTNTEK	Partner Tek, Inc.	10/04/2016	6,062.50
86781	PATHMANN	Pathmann Architects Inc.	10/04/2016	500.00
86782	PCAPODE	Petty Cash - Police Department	10/04/2016	81.57
86783	POINTREA	Point Ready Mix, LLC	10/04/2016	439.00
86784	POLLDOCO	Pollard Water	10/04/2016	2,234.86
86785	RNOWINC	R.N.O.W., Inc	10/04/2016	15,408.10
86786	RHMGENGI	RHMG Engineers, Inc	10/04/2016	955.73
86787	ROSENMUR	Rosental, Murphey, Coblenz & Donahue	10/04/2016	2,193.75
86788	STANINSU	Standard Insurance Company	10/04/2016	934.96
86789	STEINPS	Steiner Power Systems	10/04/2016	2,639.00
86790	NEILSON	Stephen Neilson Media	10/04/2016	200.00
86791	STRANCRI	Rich Stranc	10/04/2016	350.00
86792	STREICHE	Streicher's	10/04/2016	3,869.22
86793	SUBULAIN	Suburban Laboratories, Inc.	10/04/2016	622.00
86794	SWENSEAL	Swenson Sealcoat	10/04/2016	1,650.00
86795	SYNACENT	Synagro Central, LLC	10/04/2016	20,818.13
86796	TINDTRCO	T.O.P.S. In Dog Training Corp.	10/04/2016	250.00
86797	THEBLLI	The Blue Line	10/04/2016	348.00
86798	THIRDMIL	Third Millennium Associates, Inc.	10/04/2016	856.51
86799	THOMPRED	Thompson Reuters - West	10/04/2016	177.44
86800	TODAYUNI	Today's Uniforms	10/04/2016	1,762.20
86801	TRUGREEN	Truegreen Chemlawn	10/04/2016	86.00
86802	TYCOINTE	Tyco Integrated Security LLC	10/04/2016	138.00
86803	ULINE	ULINE	10/04/2016	92.54
86804	UNITEDH	United Health Care	10/04/2016	57,478.36
86805	UNUM	Unum Life Insurance Company of America	10/04/2016	5,931.80
86806	USABLBO	USA Blue Book	10/04/2016	1,514.45
86807	VERIZONW	Verizon Wireless	10/04/2016	2,088.20
86808	WAUCBOIN	Wauconda Boat Inc.	10/04/2016	1,120.59
86809	WAUCCARC	Wauconda Car Care & Tire Center	10/04/2016	272.58
86810	WAUCCAW	Wauconda Car Wash	10/04/2016	96.98
86811	WAUDISTR	Wauconda District #118 Transportation Dep	10/04/2016	4,110.60
86812	WEGLANIC	Nicholas Weglerek	10/04/2016	106.20
86813	WESTSIDE	West Side Tractor Sales Company	10/04/2016	1,549.70
86814	MRUFLAOF	Magna, Rudolph F. Law Office Of	10/04/2016	15,102.75
86815	MASTEAUT	Master Auto Repair Clinic Inc.	10/04/2016	263.49
86816	MRUFLAOF	Magna, Rudolph F. Law Office Of	10/04/2016	222.00
Total for 10/4/2016:				310,560.57
Report Total (97 checks):				310,560.57

# Accounts Payable

## For October 4, 2016

### Transactions by Account



Account Number	Vendor	Description	GL Date	Check No	Amount
10-00-1380	United Health Care	Direct Pay Insurance - Oct 2016	09/26/2016	86804	4,036.74
		Vendor Subtotal for Dept:00			4,036.74
10-00-1380	Unum Life Insurance Company of America	Direct Pay Insurance - October 2016	09/26/2016	86805	414.78
		Vendor Subtotal for Dept:00			414.78
10-00-1381	United Health Care	Cobra Payments - Brandt - Oct 2016	09/26/2016	86804	412.29
10-00-1381	United Health Care	Cobra Payments - Maute - Oct 2016	09/26/2016	86804	485.31
10-00-1381	United Health Care	Cobra Payments - Metes - Cancel Sept - Oct 2016	09/26/2016	86804	-485.31
10-00-1381	United Health Care	Cobra Payments - Milks - Oct 2016	09/26/2016	86804	485.31
10-00-1381	United Health Care	Cobra Payments - Acosta - Oct 2016	09/26/2016	86804	48.53
10-00-1381	United Health Care	Cobra Payments - Pepper - Oct 2016	09/26/2016	86804	48.53
		Vendor Subtotal for Dept:00			994.66
10-00-1381	Unum Life Insurance Company of America	Cobra Payments - Pepper - October 2016	09/26/2016	86805	4.18
10-00-1381	Unum Life Insurance Company of America	Cobra Payments - Ruiz - October 2016	09/26/2016	86805	4.18
10-00-1381	Unum Life Insurance Company of America	Cobra Payments - Acosta - October 2016	09/26/2016	86805	4.18
		Vendor Subtotal for Dept:00			12.54
10-10-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	68.00
		Vendor Subtotal for Dept:10			68.00

10-10-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	2,810.24
10-10-4310	United Health Care	Employee Insurance - Carpenter - Oct 2016	09/26/2016	86804	247.37
		Vendor Subtotal for Dept:10			3,057.61
10-10-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	321.45
10-10-4310	Unum Life Insurance Company of America	Employee Insurance - Carpenter - October 2016	09/26/2016	86805	25.08
		Vendor Subtotal for Dept:10			346.53
10-10-5110	Magna, Rudolph F. Law Office Of	Legal Services - Corporate Matters	09/28/2016	86769	4,867.50
10-10-5110	Magna, Rudolph F. Law Office Of	Legal Services - Corporate Matters	09/29/2016	86814	4,867.50
		Vendor Subtotal for Dept:10			9,735.00
10-10-5110	Rosental, Murphey, Coblentz & Donahue	Legal Services - FOP Negotiations	09/26/2016	86787	2,193.75
		Vendor Subtotal for Dept:10			2,193.75
10-10-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	231.44
		Vendor Subtotal for Dept:10			231.44
10-10-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	183.32
		Vendor Subtotal for Dept:10			183.32
10-10-5190	OVERFLOW ENTERTAINMENT	Memorial Srvice Filming / Editing	09/26/2016	86779	300.00
		Vendor Subtotal for Dept:10			300.00
10-10-5510	Call One Inc	Telephone Charges - Admin.	09/26/2016	86731	293.70
		Vendor Subtotal for Dept:10			293.70

10-10-5510	Comcast Business	Telephone Charges - Admin.	09/26/2016	86737	118.68
		Vendor Subtotal for Dept:10			118.68
10-10-5510	Verizon Wireless	Wireless Telephone Charges - Admin.	09/28/2016	86807	232.66
		Vendor Subtotal for Dept:10			232.66
10-10-5620	Impact Networking, LLC	Office Equipment Rentals - Admin.	09/26/2016	86759	162.42
		Vendor Subtotal for Dept:10			162.42
10-10-6150	Wauconda District #118 Transportation Dept.	Fuel Charges - Aug. 2016 - Admin.	09/26/2016	86811	81.14
		Vendor Subtotal for Dept:10			81.14
10-11-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	29.75
		Vendor Subtotal for Dept:11			29.75
10-11-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	983.31
		Vendor Subtotal for Dept:11			983.31
10-11-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	130.73
		Vendor Subtotal for Dept:11			130.73
10-11-5150	RHMG Engineers, Inc	Engineering - Orchard Hills Subdivision Improper Wetland Impac	09/26/2016	86786	307.26
		Vendor Subtotal for Dept:11			307.26
10-11-5160	Campbell, Rolf C. & Associates	Planning Fees - General Zoning Admin. Assistance	09/26/2016	86732	110.00

			Vendor Subtotal for Dept:11		110.00
10-11-5180	Rich Stranc	Electrical Inspection - 600 W Liberty /Life Storage			
10-11-5180	Rich Stranc	Electrical Inspection - 224-B Brett Circle	09/26/2016	86791	50.00
10-11-5180	Rich Stranc	Electrical Inspection - 900 Peninsula	09/26/2016	86791	50.00
10-11-5180	Rich Stranc	Electrical Inspection - 441 Edgewater Lane	09/26/2016	86791	50.00
10-11-5180	Rich Stranc	Electrical Inspection - 1205 N Garland	09/26/2016	86791	100.00
10-11-5180	Rich Stranc	Electrical Inspection - 310 Foster Road	09/26/2016	86791	50.00
		Vendor Subtotal for Dept:11			350.00
10-11-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	101.26
		Vendor Subtotal for Dept:11			101.26
10-11-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	80.20
		Vendor Subtotal for Dept:11			80.20
10-11-5510	Comcast Business	Telephone Charges - B.Z.	09/26/2016	86737	89.01
		Vendor Subtotal for Dept:11			89.01
10-11-5510	Verizon Wireless	Wireless Telephone Charges - B.Z.	09/28/2016	86807	154.17
		Vendor Subtotal for Dept:11			154.17
10-11-5620	Impact Networking, LLC	Office Equipment Rentals - B.Z.	09/26/2016	86759	245.79
		Vendor Subtotal for Dept:11			245.79
10-11-5620	Konica Minolta Premier Finance	Office Equipment Rental Contract - B.Z.	09/26/2016	86764	270.88

10-11-6150	Wauconda District #118 Transportation Dept.	Fuel Charges - Aug. 2016 - B.Z.	Vendor Subtotal for Dept:11	86811	77.21	270.88
10-12-4310	Standard Insurance Company	Employee Insurance - October 2016	Vendor Subtotal for Dept:11	86788	424.96	
10-12-4310	United Health Care	Employee Insurance - Oct 2016	Vendor Subtotal for Dept:12	86804	26,948.10	
10-12-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	Vendor Subtotal for Dept:12	86805	2,445.16	
10-12-4510	T.O.P.S. In Dog Training Corp.	K-9 Maintenance Training	Vendor Subtotal for Dept:12	86796	250.00	
10-12-4520	Costco Wholesale Membership	Membership Dues - P.D.	Vendor Subtotal for Dept:12	86742	165.00	
10-12-4530	Thompson Reuters - West	Publications - Subscription - P.D.	Vendor Subtotal for Dept:12	86799	177.44	
10-12-4540	Michael A. Botterman	Reimbursement for Illinois Chiefs of Police Meeting	Vendor Subtotal for Dept:12	86728	75.00	

10-12-4540	Petty Cash - Police Department		Vendor Subtotal for Dept:12		75.00
10-12-4540	Petty Cash - Police Department	Conference/Meeting Reimbursement Expense - P.D.		86782	20.00
		Conference/Meeting Reimbursement Expense - P.D.		86782	43.39
		Vendor Subtotal for Dept:12			63.39
10-12-4550	Christopher Gallivan	Reimbursement for Training Expense - P.D.		86748	10.56
		Vendor Subtotal for Dept:12			10.56
10-12-5110	Magna, Rudolph F. Law Office Of	Legal Services - Prosecution Matters		86769	6,402.00
10-12-5110	Magna, Rudolph F. Law Office Of	Legal Services - Prosecution Matters		86814	6,402.00
		Vendor Subtotal for Dept:12			12,804.00
10-12-5130	Comcast Cable	Internet Services - P.D.		86738	194.90
		Vendor Subtotal for Dept:12			194.90
10-12-5130	Partner Tek, Inc.	Computer/IT Services - Lightning Damage Repairs - P.D.		86780	6,062.50
		Vendor Subtotal for Dept:12			6,062.50
10-12-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016		86736	1,677.77
		Vendor Subtotal for Dept:12			1,677.77
10-12-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016		86745	1,237.59
		Vendor Subtotal for Dept:12			1,237.59
10-12-5190	Lake County Sheriff Reserve Deputy Unit	Donation - P.D.		86766	600.00

10-12-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	240.00	Vendor Subtotal for Dept:12	600.00
10-12-5310	Great Lakes Elevator Service, Inc	Elevator Maintenance - P.D.	09/26/2016	86750	130.00	Vendor Subtotal for Dept:12	240.00
10-12-5310	Truegreen Chemlawn	Lawn Service - P.D.	09/28/2016	86801	86.00	Vendor Subtotal for Dept:12	130.00
10-12-5320	Tyco Integrated Security LLC	Alarm System Maintenance - P.D.	09/28/2016	86802	138.00	Vendor Subtotal for Dept:12	86.00
10-12-5330	Alliance Auto Sales	Replace Brakes, Mount & Balance Tires - S35 9304 - P.D.	09/26/2016	86723	221.89	Vendor Subtotal for Dept:12	138.00
10-12-5330	Alliance Auto Sales	Vehicle Maintenance - 2013 Dodge Avenger - S35 9304	09/28/2016	86723	163.92		
10-12-5330	Alliance Auto Sales	Vehicle Maintenance - 2013 Dodge Charger - MP 9747	09/28/2016	86723	351.65		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2013 Dodge Charger - MP5688	09/28/2016	86771	18.00	Vendor Subtotal for Dept:12	737.46
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2013 Dodge Charger - Unit #110	09/29/2016	86815	62.18		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2013 Ford Explorer Police Interceptor	09/29/2016	86815	27.18		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2014 Dodge Charger - ML12802 117	09/29/2016	86815	45.38		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2014 Dodge Charger - MP9940 116	09/29/2016	86815	26.18		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2014 Dodge Charger - MP5481 114	09/29/2016	86815	18.50		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2014 Dodge Charger - MP12804 112	09/29/2016	86815	66.07		
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2013 Dodge Charger - MP5688 #119	09/29/2016	86815	18.00	Vendor Subtotal for Dept:12	281.49

10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2013 Ford Explorer Police Interceptor	09/26/2016	86769	27.18
10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2013 Dodge Charger - 9748 110 - IL	09/26/2016	86769	62.18
10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2014 Dodge Charger - M12802 117 - IL	09/26/2016	86769	45.38
10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2014 Dodge Charger - MP9940 116 - IL	09/26/2016	86769	26.18
10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2014 Dodge Charger - MP5481 114 - IL	09/26/2016	86769	18.00
10-12-5330	Magna, Rudolph F. Law Office Of	Vehicle Maintenance - 2014 Dodge Charger - MP12804112 - IL	09/26/2016	86769	66.07
		Vendor Subtotal for Dept:12			244.99
10-12-5330	Wauconda Car Wash	Vehicle Maintenance - Multiple Car Washes for Patrol Cars	09/26/2016	86810	96.98
		Vendor Subtotal for Dept:12			96.98
10-12-5510	Comcast Business	Telephone Charges - P.D.	09/28/2016	86737	371.54
		Vendor Subtotal for Dept:12			371.54
10-12-5510	Comcast Cable	Telephone Services - P.D.	09/26/2016	86738	97.90
		Vendor Subtotal for Dept:12			97.90
10-12-5510	Verizon Wireless	Wireless Telephone Charges - P.D.	09/28/2016	86807	601.21
		Vendor Subtotal for Dept:12			601.21
10-12-5620	Lechner and Sons Uniform Rental	Uniform Rental Expense - P.D.	09/26/2016	86768	45.88
		Vendor Subtotal for Dept:12			45.88
10-12-6100	Streichler's	Operating Equipment - P.D.	09/28/2016	86792	218.71
10-12-6100	Streichler's	Operating Equipment - P.D.	09/26/2016	86792	159.99
10-12-6100	Streichler's	Operating Equipment - P.D.	09/26/2016	86792	3,047.28
10-12-6100	Streichler's	Operating Equipment - P.D.	09/26/2016	86792	113.24
10-12-6100	Streichler's	Operating Equipment - P.D.	09/26/2016	86792	330.00
		Vendor Subtotal for Dept:12			3,869.22

10-12-6110	A To Z Engraving Co. Inc.	Printing - P.D.	09/26/2016	86720	103.00
		Vendor Subtotal for Dept:12			103.00
10-12-6130	GALLS, LLC	Operating Supplies & Equipment - P.D.	09/26/2016	86749	41.44
		Vendor Subtotal for Dept:12			41.44
10-12-6130	Kiesler's Police Supply, Inc.	Operating Supplies & Equipment - P.D.	09/26/2016	86762	50.00
		Vendor Subtotal for Dept:12			50.00
10-12-6130	ULINE	Operating Supplies & Equipment - P.D.	09/26/2016	86803	92.54
		Vendor Subtotal for Dept:12			92.54
10-12-6140	HR Direct	Office Supplies - P.D.	09/26/2016	86755	254.63
		Vendor Subtotal for Dept:12			254.63
10-12-6140	Office Depot	Office Supplies - P.D.	09/26/2016	86778	51.15
10-12-6140	Office Depot	Office Supplies - P.D.	09/26/2016	86778	97.23
10-12-6140	Office Depot	Office Supplies - P.D.	09/26/2016	86778	78.59
		Vendor Subtotal for Dept:12			226.97
10-12-6150	Wauconda District #118 Transportation Dept.	Fuel Charges - Aug. 2016 - p.d.	09/26/2016	86811	3,952.25
		Vendor Subtotal for Dept:12			3,952.25
10-12-6170	Buffington, Dustin	Uniform Expense - P.D.	09/26/2016	86729	44.68

Vendor Subtotal for Dept:12					44.68
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/28/2016	86800	379.75
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/28/2016	86800	129.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/28/2016	86800	129.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	23.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	69.99
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	367.00
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	6.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	80.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	41.95
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	69.99
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	69.99
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	69.99
10-12-6170	Today's Uniforms	Uniform Expense - P.D.	09/26/2016	86800	251.80
Vendor Subtotal for Dept:12					1,762.20
10-12-6170	Nicholas Weglarek	Uniform Expense Reimbursement - P.D.	09/26/2016	86812	106.20
Vendor Subtotal for Dept:12					106.20
10-12-6310	City Electric Supply (C.E.S.)	Electrical Supplies - P.D.	09/26/2016	86735	247.06
Vendor Subtotal for Dept:12					247.06
10-12-6340	Berry Tire & Auto	Tire Purchase - P.D.	09/26/2016	86726	127.69
Vendor Subtotal for Dept:12					127.69
10-12-6340	Kristan Kolar	Vehicle Supplies - P.D.	09/28/2016	86763	21.95
Vendor Subtotal for Dept:12					21.95

10-13-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	126.31
		Vendor Subtotal for Dept:13			126.31
10-13-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	5,384.21
		Vendor Subtotal for Dept:13			5,384.21
10-13-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	614.19
		Vendor Subtotal for Dept:13			614.19
10-13-4540	Capital One Commercial	Supplies for Conferences/Meeting - P.W.	09/28/2016	86733	309.50
		Vendor Subtotal for Dept:13			309.50
10-13-5130	Comcast Cable	Internet Charges - P.W.	09/29/2016	86738	38.30
		Vendor Subtotal for Dept:13			38.30
10-13-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	347.16
		Vendor Subtotal for Dept:13			347.16
10-13-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	274.98
		Vendor Subtotal for Dept:13			274.98
10-13-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	1,010.00
		Vendor Subtotal for Dept:13			1,010.00
10-13-5310	Extreme Maintenance, Inc.	Cleaning - Sept. 2016	09/29/2016	86747	173.34

10-13-5320	Atlas Bobcat, LLC	4 New Tires for Bobcat	09/28/2016	86725	630.00	Vendor Subtotal for Dept:13	173.34
10-13-5320	Heritage-Crystal Clean, LLC	Equipment Maintenance - P.W.	09/29/2016	86754	353.00	Vendor Subtotal for Dept:13	630.00
10-13-5320	West Side Tractor Sales Company	Repairs to Bobcat Attachment	09/28/2016	86813	1,145.25	Vendor Subtotal for Dept:13	353.00
10-13-5320	West Side Tractor Sales Company	Replace Ignition Switch on Volvo L70E - Parts & Labor - P.W.	09/29/2016	86813	404.45		
						Vendor Subtotal for Dept:13	1,549.70
10-13-5330	John's Complete Auto Service Inc.	Brake light housing & wiring harness - 2003 Chevy Truck - M142	09/29/2016	86761	276.00		
10-13-5330	John's Complete Auto Service Inc.	New Fuel Pump - 2003 Chevy Truck - M142200 Unit #21 Parts/L	09/29/2016	86761	724.00	Vendor Subtotal for Dept:13	1,000.00
10-13-5330	Mike's Towing, Inc.	Vehicle Maintenance - Vac Truck Service	09/28/2016	86774	452.01		
						Vendor Subtotal for Dept:13	452.01
10-13-5330	Mobile Lube Express, Inc.	Repairs to Unit #32	09/28/2016	86775	1,138.12		
10-13-5330	Mobile Lube Express, Inc.	Vehicle Maintenance - 2001 Chevy Silverado - P.W.	09/28/2016	86775	40.75		
10-13-5330	Mobile Lube Express, Inc.	Vehicle Maintenance - 2004 International 7400 #7 - P.W.	09/28/2016	86775	106.68	Vendor Subtotal for Dept:13	1,285.55
10-13-5330	Wauconda Car Care & Tire Center	Vehicle Maintenance - 2001 Pontiac Grand Am - P.W.	09/28/2016	86809	272.58	Vendor Subtotal for Dept:13	272.58

10-13-5430	ComEd	Utility-Street Lighting- Liberty Lakes Blvd Lite RT 23-N. Trail	09/29/2016	86739	10,389.34
		Vendor Subtotal for Dept:13			10,389.34
10-13-5430	ComEd	Utility - Street Lighting - 270 Regency Ct Lite RT 23	09/28/2016	86740	40.47
		Vendor Subtotal for Dept:13			40.47
10-13-5510	Call One Inc	Telephone Charges - P.W.	09/26/2016	86731	108.69
		Vendor Subtotal for Dept:13			108.69
10-13-5510	Comcast Business	Telephone Charges - P.W.	09/29/2016	86737	98.33
		Vendor Subtotal for Dept:13			98.33
10-13-5510	Comcast Cable	Telephone - Digital Voice - P.W.	09/29/2016	86738	23.52
		Vendor Subtotal for Dept:13			23.52
10-13-5510	Verizon Wireless	Wireless Telephone Charges - P.W.	09/28/2016	86807	366.72
		Vendor Subtotal for Dept:13			366.72
10-13-6130	Ace Hardware	Misc Supplies - P.W.	09/29/2016	86721	18.07
10-13-6130	Ace Hardware	Misc Building Supplies - P.W.	09/29/2016	86721	17.98
10-13-6130	Ace Hardware	Misc Building Supplies - P.W.	09/29/2016	86721	25.18
10-13-6130	Ace Hardware	Misc Supplies - P.W.	09/29/2016	86721	8.68
10-13-6130	Ace Hardware	Misc Building Supplies - P.W.	09/28/2016	86721	52.68
10-13-6130	Ace Hardware	Misc Operating Supplies - P.W.	09/28/2016	86721	37.78
10-13-6130	Ace Hardware	Misc Supplies - P.W.	09/28/2016	86721	9.60
10-13-6130	Ace Hardware	Misc Supplies - P.W.	09/28/2016	86721	5.54
		Vendor Subtotal for Dept:13			175.51
10-13-6140	Office Depot	Misc Office Supplies - P.W.	09/28/2016	86778	87.30

10-13-6320	Burris Equipment Company	Equipment Supplies/Parts - P.W.	09/28/2016	86730	87.30
					Vendor Subtotal for Dept:13
10-13-6320	Interstate Battery Systems of Fox River Valley	Battery for Bobcart Cart - P.W.	09/28/2016	86760	63.90
					Vendor Subtotal for Dept:13
10-13-6320	Monroe Truck Equipment, Inc.	Equipment Supplies - Truck #17 - P.W.	09/28/2016	86776	63.90
					Vendor Subtotal for Dept:13
10-13-6330	Conserv FS, Inc	Landscape/Lawn Supplies - P.W.	09/29/2016	86741	75.95
					Vendor Subtotal for Dept:13
10-13-6330	Lake County Treasurer	Sign Department Monthly Billing for Aug. 2016	09/29/2016	86767	538.59
					Vendor Subtotal for Dept:13
10-13-6330	Point Ready Mix, LLC	Concrete Material & Delivery Charge - P.W.	09/29/2016	86783	538.59
					Vendor Subtotal for Dept:13
10-13-6340	Conserv FS, Inc	Vehicle Supplies - Fuel/Antifreeze - P.W.	09/28/2016	86741	331.86
					Vendor Subtotal for Dept:13
10-13-8300	Adams, R.A. Enterprises, Inc	Repairs to Frame for Mobile Brine Tank System	09/28/2016	86722	331.86
					Vendor Subtotal for Dept:13

10-13-8300	Great Lakes LINE-X	Prime and Spray Salter Frame Parts - P.W.	09/29/2016	86751	2,000.00
		Vendor Subtotal for Dept:13			2,000.00
10-13-8300	R.N.O.W., Inc	Repairs to Street Sweeper	09/29/2016	86785	15,408.10
		Vendor Subtotal for Dept:13			15,408.10
10-13-8400	Currie Motors	2017 F-250 Super Duty Pickup Truck (State Bid)	09/28/2016	86743	24,937.00
10-13-8400	Currie Motors	2017 F-350 Super Duty Pickup Truck (State Bid)	09/28/2016	86743	34,920.00
		Vendor Subtotal for Dept:13			59,857.00
10-14-5310	Allied Central Security & Alarm Inc.	Emergency Repairs/Replacement of Fire Alarm Panel at CAC Build	09/29/2016	86724	833.80
10-14-5310	Allied Central Security & Alarm Inc.	Annual Test & Inspection of Fire System-100 Main-101 Main-Bar	09/28/2016	86724	675.00
		Vendor Subtotal for Dept:14			1,508.80
10-14-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	240.00
		Vendor Subtotal for Dept:14			240.00
10-14-5310	Extreme Maintenance, Inc.	Cleaning - Sept. 2016	09/29/2016	86747	890.00
		Vendor Subtotal for Dept:14			890.00
10-14-5310	Great Lakes Elevator Service, Inc	Maintenance on Elevator at Citizen's Activity Center	09/26/2016	86750	117.00
		Vendor Subtotal for Dept:14			117.00
10-14-6310	Kosco Flags	Custom Printed Wauconda Flags	09/26/2016	86765	591.95
		Vendor Subtotal for Dept:14			591.95

10-15-5520	The Blue Line	Public Notices - Police Officer Recruitment Listing	09/26/2016	86797	348.00
		Vendor Subtotal for Dept:15			348.00
10-19-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	4.25
		Vendor Subtotal for Dept:19			4.25
10-19-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	204.08
		Vendor Subtotal for Dept:19			204.08
10-19-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	18.68
		Vendor Subtotal for Dept:19			18.68
10-19-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	14.47
		Vendor Subtotal for Dept:19			14.47
10-19-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	11.46
		Vendor Subtotal for Dept:19			11.46
10-52-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	34.00
		Vendor Subtotal for Dept:52			34.00
10-52-4310	United Health Care	Employee Insurance - Acosta - Oct 2016	09/26/2016	86804	436.78
10-52-4310	United Health Care	Employee Insurance - Pepper - Oct 2016	09/26/2016	86804	436.78
		Vendor Subtotal for Dept:52			873.56
10-52-4310	Unum Life Insurance Company of America	Employee Insurance - Pepper - October 2016	09/26/2016	86805	37.62

10-52-4310	Unum Life Insurance Company of America	Employee Insurance - Ruiz - October 2016	09/26/2016	86805	37.62
10-52-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	202.76
10-52-4310	Unum Life Insurance Company of America	Employee Insurance - Acosta - October 2016	09/26/2016	86805	37.62
		Vendor Subtotal for Dept:52			315.62
10-98-E012	Pathmann Architects Inc.	Architect - Plan Review - 561 Farmhill Circle	09/28/2016	86781	150.00
10-98-E012	Pathmann Architects Inc.	Architect - Plan Review - B.Z.	09/26/2016	86781	200.00
10-98-E012	Pathmann Architects Inc.	Architect - Plan Review - B.Z.	09/26/2016	86781	150.00
		Vendor Subtotal for Dept:98			500.00
10-98-E438	RHMG Engineers, Inc	Engineering Services - Wauconda Task Group - Wauconda Landfi	09/26/2016	86786	242.98
		Vendor Subtotal for Dept:98			242.98
10-98-E558	Main Street Attraction	Wauconda Cruise Night Expense - 2016 Art on Main Sponsorship	09/26/2016	86770	250.00
		Vendor Subtotal for Dept:98			250.00
10-98-E558	Stephen Neilson Media	Wauconda Cruise Night Expense - Promotional Video	09/26/2016	86790	200.00
		Vendor Subtotal for Dept:98			200.00
10-98-E562	RHMG Engineers, Inc	Engineering Services - Patten Cat Development	09/26/2016	86786	301.42
		Vendor Subtotal for Dept:98			301.42
10-98-E574	Magna, Rudolph F. Law Office Of	Escrow - 406 N Main Street - Bomberg	09/28/2016	86769	605.25
10-98-E574	Magna, Rudolph F. Law Office Of	Escrow - 406 N Main Street - Bomberg	09/26/2016	86769	3,228.00
10-98-E574	Magna, Rudolph F. Law Office Of	Escrow - 406 N Main Street - Bomberg	09/29/2016	86814	605.25
10-98-E574	Magna, Rudolph F. Law Office Of	Escrow - 406 N Main Street - Bomberg	09/29/2016	86814	3,228.00

10-98-E574	RHMG Engineers, Inc	Escrow - 406 N Main Street Development	09/26/2016	86786	7,666.50
		Vendor Subtotal for Dept:98			
20-00-1380	United Health Care	Direct Pay Insurance - Oct 2016	09/26/2016	86804	1,483.14
		Vendor Subtotal for Dept:00			
20-00-1380	Unum Life Insurance Company of America	Direct Pay Insurance - October 2016	09/26/2016	86805	161.68
		Vendor Subtotal for Dept:00			
20-20-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	115.26
		Vendor Subtotal for Dept:20			
20-20-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	4,926.16
20-20-4310	United Health Care	Employee Insurance - Carpenter - Oct 2016	09/26/2016	86804	82.46
		Vendor Subtotal for Dept:20			
20-20-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	559.47
20-20-4310	Unum Life Insurance Company of America	Employee Insurance - Carpenter - October 2016	09/26/2016	86805	8.36
		Vendor Subtotal for Dept:20			
20-20-4540	Illinois Section AWWA	Conferences/Meetings - Annual Regulatory Update - P.W.	09/28/2016	86758	144.00
		Vendor Subtotal for Dept:20			

20-20-5130	Comcast Cable	Internet Charges - P.W.	09/29/2016	86738	38.30
		Vendor Subtotal for Dept:20			38.30
20-20-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	462.88
		Vendor Subtotal for Dept:20			462.88
20-20-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	366.64
		Vendor Subtotal for Dept:20			366.64
20-20-5190	Swenson Sealcoat	Sealcoat Fire Department - Prevailing Wages and Striping	09/29/2016	86794	1,650.00
		Vendor Subtotal for Dept:20			1,650.00
20-20-5210	McHenry Analytical Water	Lab Testing Expense - P.W.	09/29/2016	86772	45.00
		Vendor Subtotal for Dept:20			45.00
20-20-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	720.00
		Vendor Subtotal for Dept:20			720.00
20-20-5310	Extreme Maintenance, Inc.	Cleaning - Sept. 2016	09/29/2016	86747	173.33
		Vendor Subtotal for Dept:20			173.33
20-20-5320	HAWKINS, INC.	Equipment Maintenance - P.D.	09/28/2016	86753	358.50
		Vendor Subtotal for Dept:20			358.50

20-20-5330	Mobile Lube Express, Inc.	Vehicle Maintenance - 2001 International4700 - P.W.	09/28/2016	86775	563.72
		Vendor Subtotal for Dept:20			563.72
20-20-5420	Nicor	Utility - Gas - 200 Osage St WI #3	09/28/2016	86777	1.83
20-20-5420	Nicor	Utility - Gas - 1122 Barbara Ln	09/28/2016	86777	25.74
		Vendor Subtotal for Dept:20			27.57
20-20-5510	Call One Inc	Telephone Charges - P.W.	09/26/2016	86731	108.69
		Vendor Subtotal for Dept:20			108.69
20-20-5510	Comcast Business	Telephone Charges - P.W.	09/29/2016	86737	98.33
20-20-5510	Comcast Business	Telephone Charges - P.W.	09/26/2016	86737	44.51
		Vendor Subtotal for Dept:20			142.84
20-20-5510	Comcast Cable	Telephone - Digital Voice - P.W.	09/29/2016	86738	23.52
		Vendor Subtotal for Dept:20			23.52
20-20-5510	Verizon Wireless	Wireless Telephone Charges - P.W.	09/28/2016	86807	366.72
		Vendor Subtotal for Dept:20			366.72
20-20-6110	Third Millennium Associates, Inc.	Village of Wauconda Utility Bill and Shut Off Notice Rendering	09/26/2016	86798	428.26
		Vendor Subtotal for Dept:20			428.26
20-20-6130	Ace Hardware	Misc Supplies - P.W.	09/29/2016	86721	21.58
20-20-6130	Ace Hardware	Misc Building/Plumbing Supplies - P.W.	09/29/2016	86721	15.73
20-20-6130	Ace Hardware	Misc Supplies - P.W.	09/28/2016	86721	6.83
20-20-6130	Ace Hardware	Misc Supplies - P.W.	09/28/2016	86721	12.78

20-20-6130	Ace Hardware	Misc Supplies - P. W.	09/28/2016	86721	20.68
		Vendor Subtotal for Dept:20			77.60
20-20-6130	Blackburn Mfg. Company	Operating Supplies & Equipment - P. W.	09/28/2016	86727	268.98
		Vendor Subtotal for Dept:20			268.98
20-20-6130	Menards-Fox Lake	Misc Building Supplies - P. W.	09/28/2016	86773	77.09
		Vendor Subtotal for Dept:20			77.09
20-20-6130	USA Blue Book	Operating Supplies & Equipment - P. W.	09/29/2016	86806	651.31
		Vendor Subtotal for Dept:20			651.31
20-20-6320	Pollard Water	Dechlorinator pump	09/28/2016	86784	1,120.00
20-20-6320	Pollard Water	Dechlor tablets	09/28/2016	86784	165.00
20-20-6320	Pollard Water	Hydrant flow and pressure kit	09/28/2016	86784	863.45
20-20-6320	Pollard Water	Shipping/Handling	09/28/2016	86784	86.41
		Vendor Subtotal for Dept:20			2,234.86
20-21-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	98.43
		Vendor Subtotal for Dept:21			98.43
20-21-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	6,251.54
20-21-4310	United Health Care	Employee Insurance - Carpenter - Oct 2016	09/26/2016	86804	82.46
		Vendor Subtotal for Dept:21			6,334.00
20-21-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	696.62
20-21-4310	Unum Life Insurance Company of America	Employee Insurance - Carpenter - October 2016	09/26/2016	86805	8.36
		Vendor Subtotal for Dept:21			704.98

20-21-4540	Illinois Section AWWA	Conferences/Meetings - Annual Regulatory Update - P.W.	09/28/2016	86758	96.00
		Vendor Subtotal for Dept:21			96.00
20-21-5130	Comcast Cable	Internet Charges - P.W.	09/29/2016	86738	38.30
		Vendor Subtotal for Dept:21			38.30
20-21-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	289.30
		Vendor Subtotal for Dept:21			289.30
20-21-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	229.15
		Vendor Subtotal for Dept:21			229.15
20-21-5190	Synagro Central, LLC	Sludge/Waste Removal Expense - P.W.	09/28/2016	86795	20,818.13
		Vendor Subtotal for Dept:21			20,818.13
20-21-5210	Hach Company	Lab Testing Expenses -	09/28/2016	86752	711.41
		Vendor Subtotal for Dept:21			711.41
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expenses - P.W.	09/28/2016	86793	93.00
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expenses - P.W.	09/28/2016	86793	93.00
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expenses - P.W.	09/28/2016	86793	250.00
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expenses - P.W.	09/28/2016	86793	93.00
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expenses - P.W.	09/28/2016	86793	61.00
20-21-5210	Suburban Laboratories, Inc.	Lab Testing Expense - P.W.	09/29/2016	86793	32.00
		Vendor Subtotal for Dept:21			622.00
20-21-5210	USA Blue Book	Lab Testing Expense - P.W.	09/28/2016	86806	223.34

20-21-5210	USA Blue Book	Lab Testing Expense - P. W.	09/29/2016	86806	639.80
		Vendor Subtotal for Dept:21			863.14
20-21-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	800.00
		Vendor Subtotal for Dept:21			800.00
20-21-5310	Extreme Maintenance, Inc.	Cleaning - Sept. 2016	09/29/2016	86747	173.33
		Vendor Subtotal for Dept:21			173.33
20-21-5320	DPS Equipment Services, Inc.	Repair Skimming Arm - Secondary Clarifier #2	09/28/2016	86744	7,395.00
		Vendor Subtotal for Dept:21			7,395.00
20-21-5320	Mobile Lube Express, Inc.	Annual PM on Treatment Plant Backup Generator	09/28/2016	86775	1,631.11
		Vendor Subtotal for Dept:21			1,631.11
20-21-5420	Nicor	Utility - Gas - 302 Slocum Lake Rd Filter Building	09/28/2016	86777	24.67
20-21-5420	Nicor	Utility - Gas - Ws Francis 1s	09/28/2016	86777	50.70
		Vendor Subtotal for Dept:21			75.37
20-21-5510	Call One Inc	Telephone Charges - P. W.	09/26/2016	86731	108.70
		Vendor Subtotal for Dept:21			108.70
20-21-5510	Comcast Business	Telephone Charges - P. W.	09/29/2016	86737	98.33
20-21-5510	Comcast Business	Telephone Charges - P. W.	09/26/2016	86737	44.51
		Vendor Subtotal for Dept:21			142.84

20-21-5510	Comcast Cable	Telephone - Digital Voice - P.W.	09/29/2016	86738	23.52
		Vendor Subtotal for Dept:21			23.52
20-21-5510	Verizon Wireless	Wireless Telephone Charges - P.W.	09/28/2016	86807	366.72
		Vendor Subtotal for Dept:21			366.72
20-21-6110	Third Millennium Associates, Inc.	Village of Wauconda Utility Bill and Shut Off Notice Rendering	09/26/2016	86798	428.25
		Vendor Subtotal for Dept:21			428.25
20-21-6130	Ace Hardware	Operating Supplies & Equipment - P.W.	09/28/2016	86721	32.00
		Vendor Subtotal for Dept:21			32.00
20-21-6180	Hydrite Chemical Company	Treatment Chemicals - P.W.	09/29/2016	86756	4,533.90
20-21-6180	Hydrite Chemical Company	Treatment Chemicals - P.W.	09/28/2016	86756	2,681.15
		Vendor Subtotal for Dept:21			7,215.05
20-27-4310	Standard Insurance Company	Employee Insurance - October 2016	09/26/2016	86788	34.00
		Vendor Subtotal for Dept:27			34.00
20-27-4310	United Health Care	Employee Insurance - Oct 2016	09/26/2016	86804	2,170.33
		Vendor Subtotal for Dept:27			2,170.33
20-27-4310	Unum Life Insurance Company of America	Employee Insurance - October 2016	09/26/2016	86805	199.08
		Vendor Subtotal for Dept:27			199.08

20-27-5190	CMR Benefits Group, Inc.	HR Services - Aug. 2016	09/26/2016	86736	115.72
		Vendor Subtotal for Dept:27			115.72
20-27-5190	Eder, Casella and Company	Payroll Outsourcing - August 2016	09/26/2016	86745	91.66
		Vendor Subtotal for Dept:27			91.66
20-27-5310	Eric's Lawn Maintenance, Inc	Village Lawn Maintenance - Sept. 2016	09/28/2016	86746	1,720.00
		Vendor Subtotal for Dept:27			1,720.00
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 1 - P.W.	09/29/2016	86775	304.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 2A - P.W.	09/29/2016	86775	356.16
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 5 - P.W.	09/29/2016	86775	316.16
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 6 - P.W.	09/29/2016	86775	252.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 8 - P.W.	09/29/2016	86775	287.16
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 10 - P.W.	09/29/2016	86775	291.16
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 11 - P.W.	09/29/2016	86775	286.16
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 12 - P.W.	09/29/2016	86775	274.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 13 - P.W.	09/29/2016	86775	250.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 14 - P.W.	09/29/2016	86775	300.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 15 - P.W.	09/29/2016	86775	350.24
20-27-5320	Mobile Lube Express, Inc.	Performed Annual Maintenance - RTU 17 - P.W.	09/29/2016	86775	230.24
		Vendor Subtotal for Dept:27			3,498.48
20-27-5320	Steiner Power Systems	RTU 3 Emergency Backup Generator Rental	09/28/2016	86789	2,639.00
		Vendor Subtotal for Dept:27			2,639.00
20-27-5410	ComEd	Utility - Electric - 152 North Ave	09/29/2016	86740	36.14
20-27-5410	ComEd	Utility - Electric - 215 Regency Ct Lift Station	09/29/2016	86740	72.64
20-27-5410	ComEd	Utility - Electric - 100 Main St	09/29/2016	86740	30.11
20-27-5410	ComEd	Utility - Electric - 357 Hollow Hill Dr	09/29/2016	86740	85.59
20-27-5410	ComEd	Utility - Electric - 550 Anderson Rd	09/29/2016	86740	376.52
20-27-5410	ComEd	Utility - Electric - 505 Willow Rd	09/29/2016	86740	36.86

20-27-5410	ComEd	Utility - Electric - Lift Sta 250 Larkdale Row	09/29/2016	86740	83.90
		Vendor Subtotal for Dept:27			721.76
20-27-5420	Nicor	Utility - Gas - 113 Ridge Rd. Pump Station #3	09/28/2016	86777	80.95
20-27-5420	Nicor	Utility - Gas - 550 Anderson Rd	09/28/2016	86777	24.02
20-27-5420	Nicor	Utility - Gas - 432 Oakwood	09/28/2016	86777	25.27
		Vendor Subtotal for Dept:27			130.24
20-27-6130	Ace Hardware	Misc Plumbing/Electrical Supplies - P.W.	09/28/2016	86721	27.67
		Vendor Subtotal for Dept:27			27.67
20-27-6130	CDW Government, Inc.	Operating Supplies & Equipment - P.W.	09/28/2016	86734	436.00
20-27-6130	CDW Government, Inc.	Operating Supplies & Equipment - P.W.	09/28/2016	86734	218.00
		Vendor Subtotal for Dept:27			654.00
20-28-5114	Magna, Rudolph F. Law Office Of	Legal Services - Lake Michigan Water Phase I	09/29/2016	86816	222.00
		Vendor Subtotal for Dept:28			222.00
		Subtotal for Fund: 20			77,687.01
50-50-6130	Petty Cash - Police Department	Operating Expense - P.D.	09/26/2016	86782	18.18
		Vendor Subtotal for Dept:50			18.18
50-50-6150	Wauconda Boat Inc.	Gasoline & Fuel Charges - Marine	09/26/2016	86808	1,120.59
		Vendor Subtotal for Dept:50			1,120.59

70-70-5600	IPRF Illinois Public Risk Fund	Workers Compensation - November 2016	Subtotal for Fund: 50	1,138.77
			09/26/2016	86757
			Vendor Subtotal for Dept: 70	18,307.00
			Subtotal for Fund: 70	18,307.00
			Report Total:	310,560.57



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING MINUTES  
101 N. MAIN STREET, WAUCONDA, IL  
MONDAY, SEPTEMBER 19, 2016  
7:00 P.M.**

1. **CALL TO ORDER:** Mayor Bart called the Regular Village Board meeting to order at 7:00 P.M. in the Wauconda Village Hall.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Mayor Bart.
3. **ROLL CALL:** Upon roll call by Clerk Strelecki the following Trustees were present  
Present: Trustees Knight, Barbini Starkey, Arnswald, Black, and Howe  
QUORUM PRESENT  
Present: Doug Maxeiner, Village Administrator, Chris Miller, Director of Building, Planning, and Zoning, Police Chief Wermes, Bill Rickert, Village Engineer, and Rudy Magna, Village Attorney  
Absent: Brad Fink, Director of Public Works
4. **RECOGNITION**
  - A. Proclamation Recognizing September as Childhood Cancer Awareness Month by Mayor Bart
  - B. Proclamation Recognizing October as Breast Cancer Awareness Month by Mayor Bart
5. **PUBLIC COMMENT:**

**Linda Costoff**-Discussed the changes of Farmer's Market, when moved off of Main Street, not as viable. She thanked the Village. On September 29th there will be a market off the street for Pumpkin Painting. Trustee Starkey thanked everyone who organized the market.

**Cheryl Ringle**-introduced the new Wauconda Queens, Reagan Mohr, Julia Fohlmeister, and Katrina Nishiok.
6. **APPROVAL OF AGENDA**

Motion to approve agenda with the withdrawal of item 7A and a correction to the date of item 12A to September 19th made by Trustee Howe, second Trustee Black.

Ayes 6 Nays 0  
MOTION DECLARED CARRIED  
*(Last Ordinance No. was 2016-O-27) (Last Resolution No. was 2016-R-08)*
8. **MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**

Motion to approve consideration of Consent Agenda by omnibus vote made by Trustee Black, second by Trustee Arnswald.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**9. CONSENT AGENDA**

- A. Bills for Payment from August 31, 2016 through September 13, 2016 in the Amount of \$116,344.51
- B. Minutes of the September 6, 2016 Regular Village Board Meeting
- C. Trick-or-Treat Hours for Halloween 2016

**10. MOTION TO APPROVE ITEM A THROUGH C ON THE CONSENT AGENDA**

Motion to approve item A through C on the Consent Agenda made by Trustee Arnswald, second by Trustee Starkey.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**11. OLD BUSINESS:** No old business.

**12. NEW BUSINESS**

- A. Consideration and Approval of 1) an Ordinance Approving the Intergovernmental agreement for the Acquisition and Exchange of Real Estate Parcels By and Between the Village of Wauconda and the Lake County Forest Preserve District-Admin. Maxeiner discussed exchanging properties from the Lake County Forest Preserve. Reviewed the maps and property locations. No monetary exchanges. (*Ordinance No. 2016-O-28*)

Motion to approve an Ordinance Approving the Intergovernmental agreement for the Acquisition and Exchange of Real Estate Parcels By and Between the Village of Wauconda and the Lake County Forest Preserve made by Trustee Starkey, second by Trustee Barbini.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

2) a Resolution Approving Conveyance of Land to Lake County Forest Preserve District for a Land Swap Related to the Construction of a Receiving Station for Lake Michigan Water-  
Motion to approve a Resolution Approving Conveyance of Land to Lake County Forest Preserve District for a Land Swap Related to the Construction of a Receiving Station for Lake Michigan Water made by Trustee Barbini, second by Trustee Knight (*Resolution No 2016-R-09*)

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- B. Consideration and Approval of a Special Event Permit and Waiver of the Watercraft Sticker Requirement to Host a High School Bass Fishing Tournament on Bang's Lake on October 15,

2016-Admin. Maxeiner discussed issued a group permit for this fishing tournament. All boats will be inspected.

Motion to approve a Special Event Permit and Waiver of the Watercraft Sticker Requirement to Host a High School Bass Fishing Tournament on Bang's Lake on October 15, 2016 made by Trustee Knight, second by Trustee Howe.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- C. (Discussion) Village Services Committee Recommendation for an Updated Investment Policy-Finance Director, Ed McKee reviewed the material that was presented at the Services meeting. This item will be brought back for consent agenda at a future Board Meeting.
- D. (Discussion) Village Services Committee Recommendation for an Updated Purchasing Policy-Director McKee reviewed the changes and recommendations in the manual. These items were reviewed by the auditors and Village Attorneys prior to discussion and vote.

### **13. MAYOR'S REPORT**

Thank you note read from Mike Jungle about Proclamation for Children's Cancer Awareness. Recognized events happening across the country and thanked the first responders who are dealing with it. Thank you to all who participated in 9/11 Ceremony. Transfiguration has Oktoberfest this weekend on Saturday, Sept. 24th from 3-10PM. Farmer's Market is Thursday with pumpkin painting. The Village has a 50/50 tree replacement for Ash trees.

### **14. COMMITTEE REPORTS & TRUSTEE COMMENTS**

**Trustee Knight**-Thanked Linda from the Chamber. Congratulations to the Park District for acquiring the Phil's Beach property. Marketing Committee Meeting next week here at 5:30PM

**Trustee Barbini**-attended the 9/11 Ceremony. Reviewed conditional use permit for Alliance Auto and staff will be reviewing it. Executive from BP requesting video gaming at their facility. Update on the progress of the Bomberg property. Update Extra Space Storage and Patten Cat grand opening is this Wednesday. The next meeting is 10-11-16 @ 5:30PM. He discussed article in Tribune about empty Dominick's stores.

**Trustee Starkey**-Natural Resource Committee met last week. The safety inspections rose by 100, best patrol on the lake, looking forward to patrol over winter. Discussing projects for next year, food scraps, IGA tree nursery. Congratulations on Phils Beach acquisition from the Park District. The last Cruise Night is tomorrow.

**Trustee Arnswald**-Thank you Ed McKee and Park District.

**Trustee Black**-The last Cruise Night is tomorrow. Congratulations to the Park District.

**Trustee Howe**-License and Admin-discussion about back yard hens, organizing ordinance options for with and without hens. Lions Club golf outing. Thank you to the Park District. Formal congrats to Patten Cat.

**15. ADJOURNMENT**

Motion to adjourn made by Trustee Black, second by Trustee Arswald.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

Adjourn at 7:35 P.M.

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Gina M. Strelecki, Village Clerk

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## CONSENT AGENDA

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** October 4, 2016 Regular Village Board Meeting

**RE:** Request to Conduct the 2016 Annual Wauconda Lion's Club Candy Day on Village Streets on October 13-14, 2016

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**Background.** A request has been received from the Wauconda Lion's Club for the Village to allow the annual Candy Day in the Village on October 13<sup>th</sup> and 14<sup>th</sup>. As in past years, Lion's Club members will solicit donations at the intersection of Route 176 and Main Street. Proceeds from the fundraising event will be donated to assist local community programs, disaster relief, and children and youth programs.

**Analysis.** The Candy Drive is a well-known event not only in Wauconda but also in many communities. Volunteers solicit donations from stopped motorists at intersections. The request will not require Village support services and should not inconvenience residents or impair traffic. Staff is supportive of the request at this location.


**Recommendation.** Staff recommends approval of the request from the Wauconda Lion's Club to conduct the 2016 Annual Candy day in Wauconda on October 13<sup>th</sup> and 14<sup>th</sup>.

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## CONSENT AGENDA

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**TO:** Mayor Bart and Village Board

**FROM:** Brad C. Fink, Director of Public Works 

**FOR:** October 4, 2016 Regular Village Board Meeting

**RE:** Lake Michigan Water Internal System Improvements Phase 2  
Pay Request No. 4

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**Background.** On January 5, 2016 the Village Board awarded Berger Excavating Contractors, Inc. the contract for the Lake Michigan Water Internal System Improvements Phase 2 for an amount not to exceed \$4,197,000.00. Berger Excavating Contractors, Inc. has completed approximately 52% of the project and is requesting a progress payment of \$494,126.01 for work performed to date.

**Analysis.** RHMG Engineers and Village staff have inspected the work completed and the pay request to confirm the quantities and amount requested. Staff is recommending approval of Pay Request No. 4 in the amount of \$494,126.01. This amount reflects a withholding of 10% retainage, which equals \$54,902.89.

Contract Value	\$4,197,000.00	
Pay Request No. 1	\$ 503,978.89	
Pay Request No. 2	\$ 523,809.14	
Pay Request No. 3	\$ 272,396.25	
Pay Request No. 4	\$ 494,126.01	
Total Retainage		\$199,367.82
Balance of Contract	\$2,402,689.72	
(Less Retainage)		

**Recommendation.** Staff recommends consideration and approval of Pay Request No. 4 to Berger Excavating Contractors, Inc. for the Internal Water System Improvements Phase 2 for an amount not to exceed \$494,126.01.



[www.rhmg.com](http://www.rhmg.com)

975 Campus Drive, Mundelein, IL 60060  
847.362.5959 | Fax 847.362.0864

847 South Randall Road  
Unit 183, Elgin, IL 60123

September 28, 2016

Mr. Brad Fink  
Director of Public Works  
Village of Wauconda  
302 Slocum Lake Road  
Wauconda, IL 60084

Re: Pay Request No. 4  
Internal Water System Improvements Phase 2  
Project No. 21319132

Dear Mr. Fink:

Enclosed are Berger Excavating Inc.'s Pay Request No. 4, Waivers of Lien and Certified Payroll Reports for work completed through September 16, 2016 on the subject project.

RHMG has inspected all of the work completed to date on this project. We have also reviewed Pay Request No. 4 and find it to be in order. Therefore, we recommend that payment be made to Berger Excavating, Inc. in the amount of \$494,126.01. This amount reflects retainage of 10% in accordance with the contract documents, which equates to \$54,902.89 on the current request and \$19199,367.81 total to date.

The work included on this pay request consists of additional portions of the Segment 6 water transmission main (Route 176, Kimball Avenue and Ridge Street), including service connections and some restoration work, plus the Bonner Road PRV Station.

Sincerely yours,

RHMG Engineers, Inc.

A handwritten signature in black ink, appearing to read "William R. Rickert", is written over a horizontal line.

William R. Rickert, P.E., BCEE, CFM  
President

WRR/wr

Enclosures

cc: Mr. Scott Reisinger – RHMG Engineers  
Mr. Phil Smith – RHMG Engineers, Inc.

**Project No. 21319132**  
**Village of Wauconda**  
**Internal Water System Improvements - Phase 2**

**Payment Summary - Pay Request No. 4**

Contractor: Berger Excavating Contractors, Inc.  
 Original Bid: \$4,197,000.00  
 Change Orders \$0.00

Current Contract Amount: \$4,197,000.00

Payment No.	Ending	Amount Earned	Retainage this Request	Cumulative Retainage	Amount Approved for Payment	Earned to Date	Approved for Payment on this Date	Balance to be Earned	Balance to be Paid
1	6/17/16	\$559,976.55	\$55,997.66	\$55,997.66	\$503,978.89	\$559,976.55	\$503,978.89	\$4,197,000.00 \$3,637,023.45	\$4,197,000.00 \$3,693,021.12
2	7/15/16	\$582,010.15	\$58,201.02	\$114,198.67	\$523,809.14	\$1,141,986.70	\$523,809.14	\$3,055,013.30	\$3,169,211.98
3	8/19/16	\$302,662.50	\$30,266.25	\$144,464.92	\$272,396.25	\$1,444,649.20	\$272,396.25	\$2,752,350.80	\$2,896,815.73
4	9/16/16	\$549,028.90	\$54,902.89	\$199,367.81	\$494,126.01	\$1,993,678.10	\$494,126.01	\$2,203,321.90	\$2,402,689.72

**Berger Excavating Contractors,**

1205 Garland Rd.

Wauconda, IL 60084

Phone: (847) 526-5457

Fax: (847) 526-4204

**Invoice**

Invoice Number

1604.4

Invoice Date

9/18/2018

Job No

1604

**Bill To:** VILLAGE OF WAUCONDA  
302 SLOCUM LAKE ROAD**Re:** WAUCONDA WM PHASE 2

WAUCONDA, IL 60084

**Description**

Pay Est #4

Original Contract	\$	4,197,000.00
Change Orders	\$	0.00
Revised Contract Amt	\$	4,197,000.00
Work Completed to Date	\$	1,993,678.10
Less Previously Billed	\$	1,444,649.20
Current Billing	\$	549,028.90
Less Retainage	\$	54,902.89

**Total Due this Invoice \$ 494,126.01***Thank you for your business!*

1604.4

----- This Pay Estimate Period has not been finalized -----

Berger Excavating Contractors, Inc.

# Pay Estimate Summary Report

Invoice #  
 Invoice Date: 09/19/2016  
 Dates Submitted: 08/20/2016 - 09/16/2016  
 Contract #

Owner  
 Village of Wauconda  
 Wauconda, IL 60084

Contractor  
 Berger Excavating Contractors, Inc.  
 1206 Garland Road  
 Wauconda, IL 60084  
 USA

Job: 1604

Owner Code	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities	Current Quantities	Quantities to Date	Current Amount	Amount to Date
66	EXPLORATORY EXCAVATION	267.00	EACH	1.55	413.85	22.0000	28.0000	50.0000	43.40	77.50
67	REPAIR EXISTING WM BREAKS/LEAKS	16.00	EACH	4,100.00	65,600.00	6.0000	3.0000	9.0000	12,300.00	36,900.00
68	PRE-CONSTRUCTION VIDEO	1.00	LSUM	4,550.00	4,550.00	1.0000	0.0000	1.0000	0.00	4,550.00
69	RECORD DRAWING INFO	1.00	LSUM	15,250.00	15,250.00	0.0000	0.0000	0.0000	0.00	0.00
70	PURCHASE & INSTALL BARRIER ROAD PRESSURE REDUCING RT	1.00	LSUM	260,000.00	260,000.00	0.0000	0.7500	0.7500	195,000.00	195,000.00
71	PURCHASE & INSTALL LF PRESSURE REDUCING VALVE IN WYE	1.00	LSUM	66,000.00	66,000.00	0.0000	0.0000	0.0000	0.00	0.00
72	LCCOT REQUIREMENTS PER SPEC 00812	1.00	LSUM	9,000.00	9,000.00	0.0000	0.0000	0.0000	0.00	0.00
73	MOBILIZATION	1.00	LSUM	367,584.10	367,584.10	1.0000	0.0000	1.0000	0.00	367,584.10

Original Contract Amount 4,197,000.00  
 Change Order Amount 0.00  
**Total Contract (\$)** 4,197,000.00

Work Completed to Date 1,993,678.10  
 Stored Material 0.00  
**Total Complete/Stored/Pending (\$)** 1,993,678.10  
 Less Retainage 199,367.81  
**Total [Less Retainage] (\$)** 1,794,310.29  
 Adjustments 0.00  
 Less Previously Requested 1,300,184.28  
**Amount Due This Request (\$)** 494,126.01

Approved By: \_\_\_\_\_ Owner  
 Approved By: S.C. [Signature] 9/22/16 Contractor  
 Approved By: \_\_\_\_\_

----- This Pay Estimate Period has not been finalized -----

Berger Excavating Contractors, Inc.

## Pay Estimate Summary Report

Invoice #

Invoice Date: 09/19/2016

Dates Submitted: 08/20/2016 - 09/16/2016

Contract #

Job: 1604

Owner

Village of Wauconda

Wauconda, IL 60084

Contractor

Berger Excavating Contractors, Inc.

1205 Garland Road

Wauconda, IL 60084

USA

Owner Code	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities	Current Quantities	Quantities to Date	Current Amount	Amount to Date
1	12" PVC DR-18, C-800 WM (OPEN CUT)	3,548.00	FOOT	124.00	439,952.00	1,400.0000	543.0000	1,943.0000	67,332.00	240,932.00
2	8" PVC DR-18, C-800 WM (OPEN CUT)	1,527.00	FOOT	113.00	172,551.00	574.0000	28.0000	602.0000	3,184.00	68,026.00
3	6" PVC DR-18, C-800 WM (OPEN CUT)	172.00	FOOT	110.00	18,920.00	17.0000	77.0000	94.0000	8,470.00	10,340.00
4	12" PVC DR-14, C-800 WM (HDD)	4,886.00	FOOT	147.00	718,242.00	1,970.0000	320.0000	2,290.0000	47,040.00	336,630.00
5	8" PVC DR-14, C-800 WM (HDD)	165.00	FOOT	120.00	19,800.00	305.0000	0.0000	305.0000	0.00	36,600.00
6	14" HDPE DR-11, C-908 WM (HDD)	150.00	FOOT	243.00	36,450.00	150.0000	0.0000	150.0000	0.00	36,450.00
7	8" HDPE DR-11, C-908 WM (HDD)	274.00	FOOT	170.00	46,580.00	0.0000	0.0000	0.0000	0.00	0.00
8	WM ENCASUREMENT, INCL 12" PVC C-800 (OPEN CUT)	407.00	FOOT	165.00	67,155.00	90.0000	0.0000	90.0000	0.00	14,850.00
9	WM ENCASUREMENT, INCL 8" PVC C-800 (OPEN CUT)	86.00	FOOT	156.00	13,330.00	20.0000	0.0000	20.0000	0.00	3,100.00
10	BORE & JACK 24" STEEL CASING PIPE, INCL 12" WM	133.00	FOOT	555.00	73,815.00	50.0000	0.0000	50.0000	0.00	27,750.00
11	TREE AUGERING, INCL 12" PVC C-800 WM	20.00	FOOT	147.00	2,940.00	0.0000	20.0000	20.0000	2,940.00	2,940.00
12	5' DIA W/ 12" GV	27.00	EACH	6,325.00	170,775.00	10.0000	5.0000	15.0000	31,825.00	94,875.00
13	5' DIA W/ 8" GV	23.00	EACH	4,800.00	105,800.00	10.0000	1.0000	11.0000	4,800.00	50,600.00
14	5' DIA W/ 6" GV	4.00	EACH	4,000.00	16,000.00	1.0000	0.0000	1.0000	0.00	4,000.00
15	PRESSURE CONN, 12" TAPPING SLEEVE W/ GV IN W	1.00	EACH	8,450.00	8,450.00	0.0000	0.0000	0.0000	0.00	0.00
16	PRESSURE CONN, 8" TAPPING SLEEVE W/ GV IN W	4.00	EACH	6,600.00	26,400.00	0.0000	0.0000	0.0000	0.00	0.00
17	PRESSURE CONN, 6" TAPPING SLEEVE W/ GV IN W	1.00	EACH	5,850.00	5,850.00	0.0000	0.0000	0.0000	0.00	0.00
18	6" GATE VALVE W/ VALV BOX	1.00	EACH	2,450.00	2,450.00	0.0000	1.0000	1.0000	2,450.00	2,450.00
19	12" LINE STOP W/ VALVE BOX	7.00	EACH	5,600.00	39,200.00	0.0000	2.0000	2.0000	11,200.00	11,200.00
20	8" LINE STOP W/ VALVE BOX	5.00	EACH	4,400.00	22,000.00	0.0000	0.0000	0.0000	0.00	0.00
21	6" LINE STOP W/ VALVE BOX	19.00	EACH	3,850.00	73,150.00	0.0000	4.0000	4.0000	15,400.00	15,400.00
22	FIRE HYD W/ AUX VALVE & BOX, INCL 6" LEAD	34.00	EACH	5,995.00	203,830.00	16.0000	3.0000	19.0000	17,985.00	113,905.00
23	TEMPORARY WATER DISTRIBUTION SYSTEM	2.00	EACH	2,550.00	5,100.00	0.0000	0.0000	0.0000	0.00	0.00
24	1" WATER SERVICE RECONNECTION, NEAR	72.00	EACH	1,575.00	113,400.00	21.0000	19.0000	40.0000	29,925.00	63,000.00
25	1" WATER SERVICE RECONNECTION, FAR	61.00	EACH	2,625.00	160,125.00	12.0000	16.0000	28.0000	42,000.00	73,500.00
26	1.5" WATER SERVICE RECONNECTION, NEAR	2.00	EACH	2,500.00	5,000.00	0.0000	1.0000	1.0000	2,500.00	2,500.00
27	2" WATER SERVICE RECONNECTION, NEAR	2.00	EACH	2,900.00	5,800.00	0.0000	0.0000	0.0000	0.00	0.00
28	2" WATER SERVICE RECONNECTION, FAR	1.00	EACH	3,750.00	3,750.00	0.0000	1.0000	1.0000	3,750.00	3,750.00
29	2" TYPE K, ROUNDWAY, & CORP STOP FOR PRESSURE TEST	24.00	EACH	1,505.00	36,120.00	1.0000	0.0000	1.0000	0.00	1,505.00
30	1" TYPE K, ROUNDWAY, & CORP STOP FOR PRESSURE TEST	26.00	EACH	925.00	24,050.00	15.0000	5.0000	20.0000	4,625.00	18,500.00
31	EXISTING VALVE VAULT REMOVAL	10.00	EACH	775.00	7,750.00	0.0000	1.0000	1.0000	775.00	775.00
32	EXISTING VALVE BOX REMOVAL	14.00	EACH	300.00	4,200.00	1.0000	3.0000	4.0000	900.00	1,200.00

----- This Pay Estimate Period has not been finalized -----

Berger Excavating Contractors, Inc.

## Pay Estimate Summary Report

Invoice #

Invoice Date: 09/19/2016

Dates Submitted: 08/20/2016 - 09/16/2016

Contract #

Job: 1604

Owner

Village of Wauconda

Wauconda, IL 60084

Contractor

Berger Excavating Contractors, Inc.

1205 Garland Road

Wauconda, IL 60084

USA

Owner Code	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities	Current Quantities	Quantities to Date	Current Amount	Amount to Date
33	EXISTING FIRE HYD & AUX VALVE BOX REMOVAL	16.00	EACH	900.00	14,400.00	0.0000	7.0000	7.0000	6,300.00	6,300.00
34	ABANDON WM TO BE FILLED W/ CLSM	2,223.00	FOOT	21.95	48,794.85	0.0000	0.0000	0.0000	0.00	0.00
35	REPAIR OF EXISTING SAN SERVICES AT WM X-ING	58.00	EACH	875.00	50,750.00	14.0000	0.0000	14.0000	0.00	12,250.00
36	SAN OR STORM REM & REPL W/ PVC C-BOARDS ALL SIZES	127.00	FOOT	77.00	9,779.00	59.0000	0.0000	59.0000	0.00	4,543.00
37	UNDERCUT/STABILIZATION STONE	100.00	CUYD	90.00	9,000.00	0.0000	0.0000	0.0000	0.00	0.00
38	GRANULAR TBF, FA-2	3,808.00	FOOT	25.50	98,679.50	1,677.0000	221.0000	1,898.0000	5,635.50	48,369.00
39	CLSM TBF (DOT ROADWAYS)	147.00	FOOT	170.00	24,990.00	0.0000	40.0000	40.0000	6,800.00	6,800.00
40	HMA REM & REPL, 1.5" SURF/2.5" BIND/ 12" CA-6 & PR	14.00	LSUM	48.50	100,055.50	0.0000	0.0000	0.0000	0.00	0.00
41	HMA REM & REPL, 1.5" SURF/2.5" BIND/ 12" CA-6 & PR	14.00	LSUM	48.50	100,055.50	0.0000	0.0000	0.0000	0.00	0.00
42	HMA REM & REPL, 2" SURF/10" BIND/ 6" CA-6 & PRIME	14.00	LSUM	132.00	18,612.00	0.0000	0.0000	0.0000	0.00	0.00
43	HMA REM & REPL, 2" SURF/10" BIND/ 6" CA-6 & PRIME	14.00	LSUM	132.00	18,612.00	0.0000	0.0000	0.0000	0.00	0.00
44	2" HMA SURFACE REM & REPL	149.00	SQYD	48.00	7,152.00	0.0000	0.0000	0.0000	0.00	0.00
45	2" HMA SURFACE MILLING - DOT ROADS	149.00	SQYD	17.00	2,533.00	0.0000	0.0000	0.0000	0.00	0.00
46	HMA DRIVEWAY REM & REPL, 3" SURF/5" CA-6 & PRIME C	400.00	SQYD	52.00	20,800.00	0.0000	0.0000	0.0000	0.00	0.00
47	HMA DRIVEWAY REM & REPL, 3" SURF/5" CA-6 & PRIME C	297.00	SQYD	52.00	15,444.00	0.0000	0.0000	0.0000	0.00	0.00
48	CONC DRIVEWAY REM & REPL, 5" PCC/4" CA-6	54.00	SQYD	79.00	4,266.00	0.0000	36.0000	36.0000	2,844.00	2,844.00
49	AGG SHOULDER & DW REM & REPL 5" CA-6	355.00	SQYD	17.00	6,035.00	0.0000	0.0000	0.0000	0.00	0.00
50	PCC CURB & GUTTER REM & REPL MATCH EXISTING	208.00	FOOT	41.00	8,569.00	0.0000	119.0000	119.0000	4,879.00	4,879.00
51	PCC SIDEWALK REM & REPL	1,289.00	SQFT	8.00	10,152.00	0.0000	757.0000	757.0000	6,056.00	6,056.00
52	SIDEWALK DETECTABLE WARNING	48.00	SQFT	30.00	1,440.00	0.0000	32.0000	32.0000	960.00	960.00
53	THERMOPLASTIC PAVE MARK LINE 4"	689.00	FOOT	2.30	1,538.70	0.0000	0.0000	0.0000	0.00	0.00
54	THERMOPLASTIC PAVE MARK LINE 6"	55.00	FOOT	3.50	192.50	0.0000	0.0000	0.0000	0.00	0.00
55	THERMOPLASTIC PAVE MARK LINE 24"	70.00	FOOT	14.00	980.00	0.0000	0.0000	0.0000	0.00	0.00
56	SILT FENCE	2,890.00	FOOT	3.50	10,115.00	275.0000	0.0000	275.0000	0.00	0.00
57	STORM INLET PROTECTION	33.00	EACH	185.00	6,105.00	1.0000	0.0000	1.0000	0.00	962.50
58	TRIANGULAR SILT DIKES	29.00	EACH	220.00	6,380.00	0.0000	0.0000	0.0000	0.00	185.00
59	CURB BAGS	21.00	EACH	185.00	3,885.00	16.0000	0.0000	16.0000	0.00	2,960.00
60	PORTABLE SEDIMENT CONTAINMENT SYSTEM	1.00	LSUM	1.00	3.400.00	0.0000	0.0000	0.0000	0.00	0.00
61	EARTH SAW CUT OF TREE ROOTS	200.00	FOOT	17.00	3,400.00	0.0000	0.0000	0.0000	0.00	0.00
62	TRAFFIC CONTROL & PROTECTION	1.00	LSUM	108,000.00	108,000.00	0.4000	0.1000	0.5000	10,800.00	54,000.00
63	DUST & MUD CONTROL	1.00	LSUM	7,300.00	7,300.00	0.4000	0.1000	0.5000	730.00	3,650.00
64	4" TOPSOIL CLASS 1 SEEDING, EROSION CONTROL BLANK	5,327.00	SQYD	9.00	56,943.00	0.0000	0.0000	0.0000	0.00	0.00
65	4" TOPSOIL CLASS 1 SEEDING, EROSION CONTROL BLANK	4,135.00	SQYD	9.00	37,215.00	0.0000	0.0000	0.0000	0.00	0.00

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## AGENDA SUPPLEMENT

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**TO: MAYOR BART AND VILLAGE BOARD**

**FROM: Doug Maxeiner, Village Administrator**

**FOR: OCTOBER 4, 2016 REGULAR BOARD MEETING**

**RE: APPROVAL OF UPDATED INVESTMENT POLICY**

---

Finance Director Ed McKee presented the proposed investment policy to the Village Services Committee on September 6, 2016 and to the Village Board at the September 19, 2016 Meeting. The Board requested that this item be included on the October 4, 2016 Board Agenda for final consideration.

The Village primarily utilizes the Wauconda Community Bank and the Illinois State Treasurer's pool as investment vehicles and this practice is expected to continue after adoption of the proposed investment policy. These two investments are very secure in terms of avoiding a loss of principal, are highly liquid, and earn a market rate of return.

The proposed investment policy explains the various investment vehicles authorized and makes the following changes from the current policy:

- 1) Collateral requirements for bank deposits were increased to 105% of the amount in excess of FDIC limits (the current requirement is 100%).
- 2) Minimum, target, and maximum allocations were established for each type of investment.
- 3) Investments of 3 or more years in maturity require a written explanation as to why that purchase is appropriate (the current requirement is 5 years).

The materials previously reviewed by the Board and Committee are attached for reference.

**Recommendation.** Staff recommends approval of the proposed investment policy.

To: Doug Maxeiner, Village Administrator  
From: Ed McKee, Finance Director  
Date: September 6, 2016  
Re: Investment Policy

I have reviewed the Village's current investment policy adopted March 20, 2007. That investment policy has many good provisions to help ensure that Village investments are made with appropriate care. In addition to the investment policy itself, past practice has been by resolution to include a large number of financial institutions as designated depositories. This may have been done to provide the staff flexibility in purchasing certificates of deposits or for negotiation purposes in establishing and maintaining banking relationships. Having many financial institutions listed is not necessarily harmful, but it is worthwhile to note that the Village is not currently tracking or utilizing many of these entities.

The vast majority of the Village's current investments and bank balances are with Libertyville Bank and Trust (also known as Wauconda Community Bank) and the Illinois Funds Treasurer's Pool. Smaller balances are maintained at Amalgamated Bank (for processing Special Service Area #1 transactions related to a bond issue), at The Chicago Trust Company (also known as Lake Forest Bank and Trust, a Wintrust Wealth Management Company) which holds less than \$10,000 of investment securities purchased by the Village, and at the Illinois Metropolitan Investment Fund.

Given the very low and flat interest rate environment facing municipalities, the Village's current allocation of splitting balances between the State investment pool and one other financial institution is sound. Within the last year, the banking relationship was reviewed and approved by the Board and reflects market rates for services. Splitting bank balances among many financial institutions complicates internal controls, makes operations less efficient, and reduces the Village's bargaining position.

Attached is a proposed investment policy for the Village that reflects more detail on the types of investments that would be permissible. Section 7 of the current policy indicates that "Investments may be made in any type of security authorized per the Illinois Compiled Statutes regarding the investment of public funds." The proposed investment policy outlines the currently permissible investments and sets a minimum, target, and maximum allocation for each type of investment. If there was to be a significant change in the target allocation of investments, that information would be communicated to the Manager and Village Board by the Village Finance Director.

Some investment policies also recite a list of the prohibited investments. I think listing the authorized investments is sufficient. The following investments are specifically listed as prohibited in the Investment Act (30 ILCS 235): reverse repurchase agreements, common or preferred stocks, futures and options, margin purchases or intentional use of leverage, private or direct placements, commodities, direct ownership of real estate or mortgages, non-U.S. dollar denominated securities, stripped mortgage backed securities (i.e., interest-only (IO) and principal-only (PO) securities, convertible notes or bonds, purchase, participation, or other direct interest in gas, oil, or other mineral exploration or development programs. If the Board wishes to add this list of prohibited investments, we can easily make that addition.

Given the current interest rate environment, the Village's investable balances, and projected cash-flows, it might be marginally advantageous to hire an investment manager to invest a portion of the Village's assets (\$3 to \$5 million, mostly coming from the balance at the State investment pool). There is a risk in hiring an investment manager that the return they provide could be less, especially over shorter time periods, than that earned using the current 50% Illinois Funds 50% Bank Balance approach. Additionally, the State investment pool is managed more conservatively than an individual account would be which means there is a more stable dollar value each day with the State investment pool. This more stable dollar value, however, comes at the price of a slightly lower return most of the time. The staff is not proposing to hire an investment manager at this time, but that may be something the Village Board may be asked to consider in the future.

Attached are the following Exhibits for reference:

- A – Village of Wauconda, Illinois Investment Policy (Proposed)
- B – Resolution 2015-R-07 Designating the Chicago Trust Company as a Depository
- C – Resolution 2013-R-06 Designating Depositories for the Village
- D – Village of Wauconda, Illinois Investment Policy (dated March 20, 2007)

Recommendation:

Consideration of the proposed investment policy by the Village Board.

*Disclosures:*

*Like many individuals, I personally own common stock and mutual funds, some of which have a direct ownership interest in depositories designated by the Village. I have no material influence on any of these entities. My known interests in depositories or investment related entities are as follows:*

- 1) Prior to my employment with the Village of Wauconda, I had and continue to hold common stock in J.P. Morgan Chase (financial institution numbers 8 and 23 of Exhibit C). The Village does not currently utilize this authorized depository.*
- 2) Prior to my employment with the Village of Wauconda, I retained Sawyer Falduto Asset Management. While the Police Pension Fund utilizes this financial advisor, the Village currently does not.*
- 3) I own several mutual funds which likely have ownership interest in some of the authorized Village Depositories.*

**VILLAGE OF WAUCONDA, ILLINOIS  
INVESTMENT POLICY**

**SCOPE**

This Investment Policy applies to the investment activities of all funds of the Village of Wauconda ("Village"), except for the Police Pension Fund, and Deferred Compensation Plans. Cash held in all funds, except those listed above, shall be administered in accordance with the provisions of this Policy.

**INVESTMENT OBJECTIVES**

The following investment objectives, in order of preference, will be applied in the management of Village funds.

The primary objective of the Village's investment activities is the protection of investment principal.

The Village investment portfolio will remain sufficiently liquid to meet anticipated cash flow requirements.

The Village will strive to earn a market rate of return commensurate with the investment risk taken.

The Village will employ mechanisms to control risks and diversify its investments.

The investment portfolio managed under this policy shall be designed with the objective of regularly exceeding the average return of a U.S. Treasury Bill or Treasury Index that most closely reflects the duration of the investment portfolio.

**PRUDENCE**

Investments shall be made with the kind of judgment and care that persons of prudence, discretion and intelligence, under circumstances then prevailing, exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital and the probable income to be derived.

**INVESTMENT RESPONSIBILITY, PERFORMANCE AND REPORTING**

The Finance Director shall be responsible for the investment of the Village's funds and shall establish written procedures consistent with this Investment Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions and establishment of internal controls.

No person may engage in an investment transaction except as provided under terms of this Investment Policy and the procedures established by the Finance Director.

Performance of the Village's portfolio shall be reported in the Village's Comprehensive Annual Financial Report (CAFR or audit) and shall include summary portfolio composition and performance information. A monthly schedule of investments will also be prepared by the Finance Director, reviewed by the Village Administrator, and distributed to the Village Board containing all information deemed relevant to investment performance or required by applicable State Law, including the Illinois Public Funds Investment Act, 30 ILCS 235/.01 *et seq.*

Material deviations from projected investment strategies shall be reported timely to the Village Administrator.

## **INVESTMENT MATURITY AND LIQUIDITY**

The Finance Director will not speculate on interest rate changes. Unless matched to a specifically identified cash flow need, the investment portfolio shall have the following maximum maturities:

No mortgage backed securities with an average life exceeding 4 years or other investments with a final maturity beyond 4 years may be purchased.

At least 50% of the cash and investment balance must have a final maturity or average life of three years or less.

Any investment purchased by the Finance Director or designee with a maturity longer than three years must be supported by a written explanation for the purchase. A designee shall include brokers, registrars, and others acting on behalf of the Finance Director to implement the purchase, sale, registration, release, or security related function. The measurement of compliance with these investment guidelines will be at the time the investment is purchased.

## **SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS, AND FINANCIAL INSTITUTIONS**

The Finance Director shall maintain a list of financial institutions and brokers / dealers who are authorized to provide investment services. Selection of those providing investment services shall be made by the Village Board and shall be based on the creditworthiness, experience, and ability of those businesses to deliver excellent services, products, and investments to the Village at a fair price.

## **FINANCIAL INSTITUTIONS**

Any financial institution selected by the Village Board may be retained to provide investment management services and/or normal banking services, including, but not limited to: checking accounts, wire transfers, purchase and sale of investment securities and safekeeping services. Fees or compensating balances, if any, shall be mutually agreed to by an authorized representative of the financial institution and the Finance Director.

The Finance Director or designee may transfer balances, open and close accounts, and transact Village business with any qualified financial institution approved by the Village Board.

## **INVESTMENTS**

The Finance Director may invest in any type of security allowed by this policy which is more limited than the investment options set forth in the Illinois Compiled Statutes. A description of those securities is as follows:

- 1) US Treasury bonds, notes, bills certificates of indebtedness, or any debt issuances by Agencies operating under a U.S. Congressional Charter.
- 2) Interest-bearing investments including; savings accounts, certificates of deposit, repurchase agreements of government securities, or time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and only those insured by the Federal Deposit Insurance Corporation (FDIC).
- 3) Bank obligations include (a) dollar-denominated direct obligations of domestic banks which are organized and operating in the United States and are members of the FDIC as well as foreign branches and such banks. These obligations include but are not limited to Domestic or Eurodollar Certificates of Deposits (CDs), Time Deposits, Bankers' Acceptances and Deposit Notes, (b) Dollar denominated obligations of the domestic branches of foreign banks. These include but are not limited to Yankee Certificates of Deposit (CDs), Time Deposits, Bankers' Acceptances, Deposit Notes.
- 4) Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of security legally issuable by savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States of America and only in those savings and loan associations insured by the Federal Deposit Insurance Corporation (FDIC).
- 5) Mortgage-Backed Securities (MBS) backed by the full faith and credit of the United States.
- 6) Short-term obligations of corporations (Commercial Paper) organized in the United States of America with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase with the highest classification by at least two standard rating services, (b) and such investment is no more than 33% of the cash and investment balance at the time of placement, and (c) such purchases do not exceed 10% of the corporation's outstanding obligations.
- 7) The Illinois Funds, as managed by the Treasurer of the State of Illinois.

8) Municipal Securities includes Municipal Notes, Municipal Bonds, Tax-Exempt Variable rate Demand Notes, Tender Option Bonds and Tax-Exempt Commercial Paper of U.S. domiciled Municipalities.

9) Money market mutual funds registered under the Investment Company Act of 1940, as defined by Rules 2a-7.

10) The Illinois Metropolitan Investment Fund, a government investment fund created under the Illinois Municipal Code.

The following table outlines allowable investments, including minimum, target, and maximum allocations.

<b>Approved Instruments</b>	<b>Minimum</b>	<b>Target</b>	<b>Maximum</b>
U.S. Treasuries	0%	0%	100%
U.S. Agencies	0%	0%	50%
Commercial Paper	0%	0%	33%
Mortgage Back Securities	0%	0%	25%
Bank Obligations, including Certificates of Deposit	0%	50%	100%
Municipal Securities	0%	0%	25%
The Illinois Fund	0%	50%	100%
Money Market Funds	0%	0%	100%
The Illinois Metropolitan Investment Fund	0%	0%	50%

The following table outlines allowable investments, including setting the maximum maturity that may be purchased and setting minimum quality standards.

<b>Credit Quality and Duration Limits</b>	<b>Maximum Maturity (Note)</b>	<b>Minimum Quality</b>
U.S. Treasuries	4 Yrs	N/A
U.S. Agencies	4 Yrs	N/A
Commercial Paper	270 Days	A1/P1
Bank Obligations	4 Yrs	A+
Mortgage Back Securities	4 Yrs	AAA
Municipal Securities	4 Yrs	A+
Illinois Fund	N/A	N/A
Money Market Fund	N/A	AAA

*Note: If the average life of the security is less than the maximum maturity amount shown above, the investment will be deemed to be in compliance with the maximum maturity.*  
The average quality of the entire portfolio must be maintained at a level of "AA" or better.

The Finance Director will not purchase financial forwards or futures, leveraged investments, lending securities or reverse repurchase agreements. Repurchase agreements of government securities will only be purchased if specific securities are under the exclusive control of the Finance Director or its agent.

Purchases of Bank Certificates of Deposit will be based on a comparison of yields offered, Treasury Security Yields, collateral agreements in place, and financial institution health.

## **DIVERSIFICATION**

With the exception of U.S. Treasury obligations, U.S. Agencies, pooled investments such as Illinois Funds, IMET, separately managed accounts, and Collateralized Investments, no single issuer shall represent greater than 5% of the investment portfolio at the time the investment is made.

## **COLLATERAL**

The collateral requirements below shall apply only to investments made directly by the Finance Director or designee. Investments made by Investment Managers, including investment pools, may elect to comply with these collateral requirements, but are not required to do so.

Bank balances in excess of FDIC limits shall be collateralized. At the Village's sole discretion, the following may be accepted as collateral:

- U.S. Government securities

- Obligations of Federal agencies

- Obligations of Federal Instrumentalities

- Any obligations of a State Government in the United States rated "A" or better

- Obligations of the Village of Wauconda

- General Obligations Bonds of other municipalities rated "A" or better.

- Any other collateral identified in Illinois Compiled Statutes as acceptable for use by the Treasurer of the State of Illinois.

The fair market value of collateral required to secure Village deposits and investments will be not less than 105% of the fair market value of the net amount of public funds secured, and may be more than 105% depending on the type of collateral used. The Financial Institution pledging collateral shall immediately post additional collateral should the fair market value of collateral fall below 105% of the fair market value of public funds secured in excess of FDIC limits.

Pledged collateral shall be held in the Village's name by the Finance Director or its agent and shall be evidenced by a safekeeping agreement. Collateral shall not be released without an authorized signature from the Finance Director or designee. Exchange of collateral of like value may be permitted with prior written approval of the Finance Director.

## **INTERNAL CONTROLS**

The Finance Director shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by an independent certified public accountant in conjunction with the annual examination of the financial statements. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent action by Village employees and officers.

One of the required elements of the system of internal controls shall be the timely reconciliation of all bank accounts. Bank reconciliations shall be performed on a monthly basis and shall be completed no later than forty - five (45) days after the bank statement cut off date.

The aforementioned policy is established as the standard for professional responsibility and shall be applied in the context of managing the Village's overall portfolio. The Finance Director or designee acting in accordance with this investment policy and established procedures while exercising due diligence in their duties shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in timely fashion, and appropriate action is taken to control adverse developments.

## **Ethics and Conflicts of Interest**

Officers or employees of the Village involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

**Adopted** this \_\_\_\_ day of \_\_\_\_\_, 2016, pursuant to the following roll call vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
Village Mayor

**Countersigned:**

\_\_\_\_\_  
Village Clerk

**Village of Wauconda**  
**Internal Control Procedures**  
**Promulgated by the Finance Director as of September 6, 2016**

**Authorized Persons:**

Village employees authorized to purchase investments, sell investments, and release collateral:

Douglas K. Maxeiner, Village Administrator  
Edward F. McKee, Jr., Finance Director and Treasurer

Two Village employees must approve in writing the purchase or sale of individual securities. No approval is required for the return of investment principal or interest to the account from which said investment was purchased.

**Investment Transactions and Security Measures:**

All investment transactions shall be processed as delivery versus payment or DVP, to ensure that the Village ownership of securities purchased or sold is always clear. Additionally, all investments will be held by a third party financial institution and evidenced by a safekeeping agreement in a form acceptable to the Finance Director and the Village's independent auditors.

The Village shall utilize security codes mutually agreed to by the Village and Financial institutions to process investment transactions, collateral transactions, and wire transfers. At a minimum, these procedures shall include at least one of the following: passwords, taped phone conversations, call back on non repetitive wire transfers, limiting authorized account numbers, and designation of repetitive transaction types.

**Internal Controls:**

The internal controls as stated in the policy will be performed monthly.

The Assistant Finance Director shall prepare and initial monthly bank reconciliations within 45 days of the cut off statement date. The Finance Director shall periodically review said reconciliations.

The Finance Director shall cause to be prepared monthly a schedule listing all bank balances (per the Village's general ledger) and investments held. Said reports shall be distributed to the Village Administrator and Village Board to allow for the monthly review of the investment effectiveness and meeting the investment policy objectives.

**List of Authorized Investment Advisors, Money Managers, and Financial Institutions  
As of September 6, 2016.**

Investment Advisors and Depositories:

- 1) All those financial institutions listed in the investment policy, including money market funds utilized by those institutions and investment vehicles established by the Illinois State Treasurer for use by Municipalities.
- 2) All financial institutions approved on May 28, 2013 as reflected in Resolution 2013-R-06, copy attached). Institutions numbered 9, 17, and 22 are currently utilized by the Village (Libertyville Bank and Trust also known as Wauconda Community Bank, The Illinois Funds Treasurer's Pool, and The Illinois Metropolitan Investment Fund also known as IMET).
- 3) The Chicago Trust Company (Lake Forest Bank and Trust Company, a Wintrust Wealth Management Company) as reflected in Resolution 2015-R-07. This entity holds securities, such as issued by the Government National Mortgage Association (GNMA).
- 4) Sawyer Falduto Asset Management (currently utilized by the Police Pension Fund for fixed income and equity investing).
- 5) The Federal Reserve Bank of Boston (the Federal Reserve Bank that specializes in safekeeping for Local Governments).

RESOLUTION NO. 2015-R-07

A RESOLUTION DESIGNATING THE CHICAGO TRUST COMPANY  
(A WINTRUST WEALTH MANAGEMENT COMPANY) AS A  
DESIGNATED DEPOSITORY FOR THE VILLAGE OF WAUCONDA

Approved this 2<sup>nd</sup> day of June, 2015.

	Ayes:	Nays:	Absent/Abstain:
Lincoln F. Knight	<u>X</u>	<u>      </u>	<u>      </u>
John F. Barbini Ed.D.	<u>      </u>	<u>      </u>	<u>Abstain</u>
Linda Starkey	<u>X</u>	<u>      </u>	<u>      </u>
Ken Arnsward	<u>X</u>	<u>      </u>	<u>      </u>
Chuck Black	<u>X</u>	<u>      </u>	<u>      </u>
Tim Howe	<u>X</u>	<u>      </u>	<u>      </u>

APPROVED:

By:  Date: 15 JUNE 15  
FRANK A. BART, President

ATTEST:

By:   
Gina Strelecki, Village Clerk



# Corporate Resolution

THE CHICAGO TRUST COMPANY  
440 LAKE ST.  
ANTIOCH, IL 60002

7L-0149-01-4

ACCOUNT NUMBER

June 2nd

2015

Gina Strelecki, Village Clerk

I, Gina Strelecki, Village Clerk do hereby certify that, I am the duly elected/appointed and qualified Secretary and the keeper of the records and corporate seal of VILLAGE OF WAUCONDA and existing under the laws of Illinois and that the following is a true and correct copy of certain resolutions duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with law and the by-laws of said corporation on the 2nd day of June, 2015 and that such resolutions are now in full force and effect and are not in contravention of, or in conflict with the by-laws or the charter or articles of Incorporation of said corporation, and that the following resolutions also constitute an agreement by said corporation with LAKE FOREST BANK & TRUST COMPANY ("Bank") in respect to the matters herein set forth:

BE IT RESOLVED, that the Bank be and hereby is designated as a depository of this corporation. The depository relationship governed by these regulations and agreements may be terminated by this corporation by written notice to said bank, or by said bank by written notice to this corporation.

BE IT FURTHER RESOLVED, that the funds of this corporation may be deposited by its officers, agents and employees and that the President, and Vice President, the Treasurer, and Assistant Treasurer, the Secretary, and Assistant Secretary, or any other officer of this corporation be and hereby is authorized to open and maintain an account or accounts with said Bank and to endorse and deposit with said Bank negotiable instruments and orders for the payment of money which endorsements may be made in writing or by a stamp and without designation of the person so endorsing, and it being understood and agreed that on all such items deposited all prior endorsements are guaranteed by this corporation whether or not expressly incorporated therein. Said Bank may return to this corporation any item not clearly endorsed by the corporation, or may endorse any such item on the corporation's behalf in order to facilitate collection. The Bank shall not be liable for any delays in the presentment or return of negotiable instruments and orders for the payment of money which are not properly endorsed.

AND BE IT FURTHER RESOLVED, that any 2 of the following: The Chairman of the Board of Directors, the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or Frank A. Bart, Mayor

Douglas K. Maxeiner, Village Administrator

Bradford C. Fink, Treasurer

(Use blank spaces for additional titles or to authorize counter-signatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign.)

(or any other officers, agents or employees who may hereafter be designated in writing by N/A of this corporation be authorized: (Rule out if inapplicable.)

To make and from time to time continue to make arrangements and to issue such instructions as to him/them shall seem proper for the conduct of any such account or accounts, and

To sign checks and orders for the payment of money withdrawing funds from said account or accounts whether such checks and orders create or increase an overdraft of said account or accounts or not, (payment or non payment of any such overdraft to be at the option of said Bank), and the Bank is hereby authorized and directed to act upon and honor any instructions so issued and to honor, pay and charge to any account or accounts, of this corporation all checks and orders for the payment of money so drawn when so signed without inquiring as to the circumstances of their issue or the disposition of their proceeds, whether such checks be payable to the order of, or endorsed or negotiated by any officer or person signing them, or any of said officers or persons in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any officer or person signing them or of any of the other officers or persons or not, and

To endorse for negotiation, negotiate, and receive the proceeds of any negotiable instruments or orders for the payment of money payable to or belonging to this corporation, and

To identify, approve, endorse, and guarantee the endorsement of any payee or endorser on any checks or drafts whether drawn by this corporation or anyone else and to guarantee the payment thereof, and delegate to others authority to so identify, approve, and endorse, and guarantee the endorsement of any payee or endorser on any such checks or drafts and to guarantee the payment thereof.

AND BE IT FURTHER RESOLVED, that the Bank as a designated depository of this corporation be and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment drawn in this corporation's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any 2 of the following: (insert number of signatures required on each instrument.)

Frank A. Bart, Mayor

Douglas K. Maxiener, Village Administrator

Bradford C. Fink, Treasurer

and the Bank shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the Bank by the Secretary or other officer of this corporation.

AND BE IT FURTHER RESOLVED, that any of the above named persons may issue an oral or written stop payment order which must specify the precise account number, payee, date, amount and number of the item (which number should be MICR encoded if the item is a check). It is further agreed that said Bank may honor and charge to this corporation checks, drafts, or other orders for the payment of money, otherwise properly payable without regard to the date thereon, and Bank will not be responsible or liable for any stop payment order placed on any such items after payment thereof, but in advance of its date.

AND BE IT FURTHER RESOLVED, that any 2 of the following: The Chairman of the Board of Directors, the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or Frank A. Bart, Mayor

Douglas K. Maxiener, Village Administrator

Bradford C. Fink, Treasurer

(Use blank spaces for additional titles or to authorize counter-signatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign.)  
of this corporation be authorized upon such terms and conditions to him/them shall seem proper:

To borrow money and incur liabilities for, on behalf and in the name of this corporation, to sell or discount its bills and accounts receivable, to enter into, make, sign, and deliver repurchase, revolving credit, term loan and other agreements, including subordination and similar agreements, to sign, execute, and deliver acceptances and promissory notes (including notes with a confession of judgment clause) and other obligations of this corporation for such amounts, for such time, at such rate of interest or discount, and containing such terms and provisions and such collateral powers as to him/them shall seem proper, and

To receive and receipt for and to sign orders and issue instructions for the handling and delivery of the proceeds of promissory notes and other obligations, and

To pledge, endorse, guarantee, assign, transfer, and deliver the bills and accounts receivable, bills of lading, warehouse receipts, stocks, bonds, or other property of this corporation as security for any moneys borrowed and as security for any liability incurred or to be incurred by this corporation in connection with any acceptance, note, letter of credit, guaranty, trust receipt or otherwise, and

To grant liens (by way of mortgage, pledge, assignment, factor's lien, trust receipt, or any other liens whether similar or dissimilar to the foregoing) on any and all property or interest therein (including, without limiting the generality of the foregoing, real property, chattels, materials, work in process, bills and accounts receivable, warehouse receipts, stocks and bonds) from time to time owned by this corporation, as security for any moneys borrowed and any liabilities, direct or contingent, now or hereafter owing or to become owing from this corporation to the Bank and in connection therewith to endorse and deliver any such property or interest therein and to execute and deliver agreements concerning such security and the rights and powers of said Bank with respect thereto, and

To buy and sell foreign exchange, to purchase letters of credit, travelers' checks, and similar instruments and for, on behalf and in the name of this corporation to incur liabilities in connection therewith and in connection with the purchase, sale, or negotiation of any bills of exchange, letters of credit, travelers' checks, acceptances, drafts, bills of lading, and similar instruments, and to receive and receipt for, and sign receipts and trust receipts therefor, and to sign, execute, and deliver orders, applications, and agreements in connection therewith, which orders, applications, and agreements may contain such provisions as to him/them shall seem proper.

FACSIMILE  
(Machine)  
Signature

NOTES  
(Collateral Security)  
AGREEMENTS AND OBLIGATIONS

AND BE IT FURTHER RESOLVED, that any 2 of the following: The Chairman of the Board of Directors, the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or Frank A. Bart, Mayor

Douglas K. Maxeiner, Village Administrator

Bradford C. Fink, Treasurer

(Use blank spaces for additional titles or to authorize countersignatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign)  
of this corporation be authorized upon such terms and conditions as to him/them shall seem proper:

To deliver to and deposit with the Bank for safekeeping, custody, or other purposes any bonds, stocks, securities, and other property owned or otherwise held by this corporation and in connection therewith to open and maintain with said Bank a safekeeping or custody account or accounts and to make the initial deposit therein and from time to time to make other and additional deposits and to sign orders and issue instructions to said Bank for the conduct of said account or accounts, and

To withdraw, receive, and receipt for and to withdraw upon trust receipt on the responsibility of, and at the risk of this corporation, and to sign orders and issue instructions for the handling, transfer, registration, sale substitution, exchange, and delivery of any bonds, stocks, securities, and other property and the proceeds thereof, delivered to, deposited with or otherwise held by said Bank for the account of this corporation. Such withdrawals, substitutions, exchanges, and deliveries whether subject to payment or not and whether pursuant to sale, exchange, or other transaction, may also be made by the bearer of any order, receipt, or request so signed, and

To purchase bonds, stocks, securities, and other property and to sign orders and issue instructions in connection with the purchase, the payment, the registration, and the delivery thereof, and

To sell, pledge, transfer, assign, exchange, deposit with any reorganization committee, bondholders protective, or other similar committee, or otherwise dispose of any bonds, stocks, securities, and other property belonging to or standing in the name of this corporation or its nominee or held by this corporation for the account of others, and to sign orders and issue instructions regarding the handling of any matters connected with such transactions, and

To identify and guarantee assignments, transfers, and endorsements for transfer on bonds, stock certificates, interim, participation, and other certificates and to identify and guarantee signatures on bond and stock powers of attorney.

AND BE IT FURTHER RESOLVED, that this corporation agrees to examine statements of account and both sides of accompanying items and to notify Bank of any unauthorized or missing signature or alteration of any item, or any error in the statement, within thirty days from the date it is available for examination or the date it is mailed and agrees to notify the Bank of any unauthorized or missing or forged endorsement within six months from the date it is available for examination or the date it is mailed; failure to so notify the Bank as provided above shall preclude this corporation from asserting against the Bank any such unauthorized or missing signature or endorsement, alteration, error, or forgery.

AND BE IT FURTHER RESOLVED, that each of the aforementioned officers, or persons authorized to act for this corporation in any case aforesaid, shall be and hereby is further authorized, without the concurrence of any other officer or person:

To waive presentment, demand, protest, and notice of dishonor or protest and to give instructions in regard to the handling or delivery of any negotiable or non-negotiable papers or documents involved in any transactions for or on behalf of this corporation, and

To sign reconciliations and certify to the correctness of statements of account and approve and authorize adjustments therein, and

To act for this corporation in the transaction of all other business for its account and to sign orders and issue instructions to the Bank in connection therewith.

AND BE IT FURTHER RESOLVED, that the Secretary or any other officer of this corporation be and hereby is authorized to certify to said Bank a copy of these resolutions and the names and signatures of this corporation's officers or employees hereby authorized to act in the premises, and said Bank is hereby authorized to rely upon such certificate until formally advised by a like certificate of any change therein, and is authorized to rely on any such additional certificates provided that any additional certificates shall not be effective with respect to any check or other instrument for the payment of money dated on or prior to the date of such additional certificate but presented for payment after receipt thereof by the Bank.

ANY PROVISION HEREOF which may be declared unenforceable under any law shall not affect the validity of any other provision hereof.

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

I FURTHER CERTIFY THAT the following persons have been appointed or elected, have qualified and are now acting as officers or employees of said corporation in the capacity set before their respective names:

Officer Name

Chairman of the Board of Directors Frank A. Bart

President Douglas K. Maxeiner

Bradford C. Fink

IN WITNESS WHEREOF, I have subscribed my name as Secretary and have caused the corporate seal of said corporation to be hereunto affixed this 2nd day of June, 2015

Affix Corporate Seal Below:



[Signature] Secretary

**RESOLUTION 2013-R-06**

**BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WAUCONDA, LAKE COUNTY, ILLINOIS**, that the following financial institutions be designated as depositories for Village Funds in the custody of the Treasurer.

- 1. Wauconda Community Bank (part of # 9)
- 2. Fifth Third Bank
- 3. PNC Bank
- 4. Citibank
- 5. First Midwest Bank, N.A.
- 6. La Salle National Bank
- 7. Harris Bank, Barrington (part)
- 8. Chase Bank
- 9. Libertyville Bank & Trust
- 10. Suburban/Harris Bank
- 11. Edward D. Jones & Company
- 12. Goldman-Sachs Inc.
- 13. American Chartered Bank
- 14. MB Financial Bank
- 15. Northway State Bank, Grayslake
- 16. American Community Bank & Trust
- 17. Illinois Funds Treasurer's Pool
- 18. U.S. Bank
- 19. Wintrust Asset Management
- 20. Wayne Hummer Trust
- 21. Mount Prospect Bank
- 22. Illinois Metropolitan Investment Fund
- 23. JP Morgan
- 24. First Merit Bank
- 25. Charles Schwab (notes)

**THAT** the President, Frank A. Bart, the Clerk, Gina Strelecki, and the Treasurer, Zaida Torres, be authorized as designated signatories for any and all funds of the municipality.

**BE IT FURTHER RESOLVED** that: 1) checks and drafts may be signed by any two of the above designated signatories provided that one of the two signatories must be the Treasurer, or may include at least one original signatory and a facsimile signatory of either Frank A. Bart or Zaida Torres; 2) the Treasurer singly has the authority to transfer funds from Village savings accounts to Village checking accounts and/or other Village investment accounts and vice versa; and 3) that the Special Water Deposit Checking Account at the Wauconda Community Bank requires the Treasurer's signature only.

**BE IT FURTHER RESOLVED** that this Resolution shall continue in force until such time as it is rescinded or there is a change in administration.

**ADOPTED** this 28 day of May, 2013, at a Regular Board Meeting at the Village Hall, Wauconda, Illinois.

	<u>Ayes:</u>	<u>Nays:</u>	<u>Absent/Abstain:</u>
Lincoln F. Knight	✓	_____	_____
John F. Barbini Ed.D.	✓	_____	_____
Linda Starkey	✓	_____	_____
Ken Arnsward	✓	_____	_____
Chuck Black	✓	_____	_____
Teri Burke	✓	_____	_____

APPROVED:

By: [Signature] Date: 28 MAY 13  
 Frank A. Bart, Village President

ATTEST:

By: [Signature]  
 Gina Strelecki, Village Clerk

Presented and read, or reading having been waived, at a duly convened meeting of the Corporate Authorities on May 28, 2013.

I hereby certify that the above Resolution was published in pamphlet form on May 28, 2013, as provided by law.

[Signature]  
 Gina Strelecki, Village Clerk



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## **AGENDA SUPPLEMENT**

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**TO: Mayor Bart and Village Board**

**FROM: Doug Maxeiner, Village Administrator**

**FOR: October 4, 2016 Regular Village Board Meeting**

**RE: APPROVAL OF UPDATED PURCHASING MANUAL**

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Finance Director Ed McKee presented the proposed purchasing manual to the Village Services Committee on September 6, 2016 and to the Village Board at the September 19, 2016 Meeting. The Board requested that this item be included on the October 4, 2016 Board Agenda for final consideration.

Ed's memo outlines the history of the changes being proposed in the purchasing manual. Some of the more noteworthy changes are:

- 1) A conflict of interest section was added (page 1).
- 2) Accountability for maintaining spending levels at or below the budget amount was clearly assigned to the Department Heads (see page 2).
- 3) Approval levels were adjusted for inflation, with Department Head's purchasing authority set at \$2,500.
- 4) The sole source and emergency purchases sections of the purchasing manual were updated to provide needed flexibility while also maintaining appropriate accountability (page 4).
- 5) An instructions to all contractors and suppliers text was developed to be included on all purchase orders issued by the Village (page 19, as amended by the Committee).

The materials previously reviewed by the Board and Committee are attached for reference.

**Recommendation.** Staff recommends approval of the proposed purchasing manual.

To: Doug Maxeiner, Village Administrator  
From: Ed McKee, Finance Director  
Date: September 6, 2016  
Re: Proposed Purchasing Manual

As we have discussed, I have reviewed several of the Village's financial policies and will be making suggestions in some cases to update these policies. The Village's current purchasing policy was created in 1993 and has had amendments through 2006. I believe it is appropriate to update certain aspects of the policy to enhance our efficiency and better communicate to the employees, vendors, and the public our purchasing activities.

Noteworthy changes in the proposed purchasing manual I wanted to highlight include:

Page 2 – Department Head accountability for budget compliance is expanded.

Page 3 – Department head authority for purchasing without the need for the Administrator to approve the item was raised from \$750 to \$2,500. The MINIMUM number of quotes was revised to be 1 for up to \$500, 2 for up to \$2,500, and 3 for purchases above this amount. It is reasonable to increase the number of quotes required as the dollar amount purchased increases.

Page 4 – The sole source and emergency purchases wording has been significantly modified to meet operational exigencies while maintaining appropriate transparency and accountable for those infrequent instances where this section of the purchasing manual would be utilized.

Page 5 – The petty cash bank for each department can be established in an amount not to exceed \$1,000 (current policy \$100 finance, \$200 police). My understanding is the police utilize a \$900 amount currently for some activities. A more generic expansion of authority to all departments seems appropriate. My thinking is that the finance limit also includes the Administrator's area and that total limit might increase to \$400. The individual petty cash item limit was raised from \$50 to \$75.

Pages 10 to 13 – The bidding process was expanded and changed from the existing policy. The dollar level at which purchases are to be approved by the Board remains at \$20,000. This can be accomplished by competitive quotes or through the more formal bidding or request for proposal process, at the Village Administrator's discretion. This flexibility exists in the current purchasing manual and I am suggesting that flexibility be maintained as it is operationally advantageous and is fully transparent to the public.

Page 14 – Outlines the key steps for purchasing and payment processing. Please note the section that contains a method for the department heads to track purchases they authorize up to \$2,500 (step 3a – when the vendor requests a purchase order number for a purchase order up to \$2,500).

Pages 15 – 18 – Some of the current widely utilized forms have been included as attachments to the purchasing manual. These attachments can be updated as needed in the future to aid in training new employees and documenting the Village's most current process. The travel expense form on page 18 is different from that currently utilized by the Village in order to meet the requirements of Public Act 99-604, which was recently passed by the Illinois Legislature to govern travel expense reporting.

Page 19 – The current PO utilized by the Village is a one sided document covering only the items ordered. It is helpful to document to the vendor the Village's expectations for purchases. Therefore, I am proposing that the wording on this page be added to the back side of both department issued POs (those under \$2,500) and Village Administrator issued POs (those \$2,500 or more).

I have attached a copy of the current purchasing manual for reference purposes.

Please feel free to make any suggestions you have. Let me know when you would like this to be scheduled for Board consideration.

# **Village of Wauconda**

## **Purchasing Manual**

**Rules and Regulations Governing the Purchase of Materials and Services by the Village  
of Wauconda and Its Employees**

**Approved By: Douglas Maxeiner, Village Administrator**

**September 6, 2016**

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## **I. Introduction**

This purchasing manual has been created to standardize the policies and procedures for acquiring goods and services for the Village. Employees making purchases on behalf of the Village should be familiar with and adhere to this manual. Questions about this manual may be directed to your Department Head or the Finance Director.

### **1. General Guidelines**

Employees purchasing for the Village of Wauconda shall:

- 1) Purchase in accordance with the Village ordinances and the State of Illinois Statutes.
- 2) Procure items that meet the Village's needs economically.
- 3) Conduct ourselves with honesty and professionalism, demanding the same of those we deal with.

### **2. Conflict Of Interest**

Employees shall not participate directly or indirectly in the purchasing process when the employee knows that:

1. The Village employee is also employed by a bidder, vendor or contractor seeking Village business; or
2. The employee, the employee's domestic partner, or any member of the employee's immediate family is employed by the bidder or contractor; or
3. The employee, the employee's domestic partner, or any member of the employee's immediate family will benefit financially from the procurement transaction; or
4. The employee, the employee's domestic partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee. Ownership of publicly traded common stock with a market value of less than \$25,000 or ownership of a diversified equity mutual fund containing stock of the vendor or contractor shall not be deemed to be a conflict of interest.

### **3. Gifts & Gratuities**

Village personnel should be aware that offers of gratitude from vendors may compromise objectivity in the procurement process. Employees are to maintain the highest standards of ethics and avoid even the appearance of having a conflict of interest.

Employees should be familiar with and comply with the State Law including the State Officials and Employees Ethics Act (5 ILCS 430), which generally prohibits the solicitation or acceptance of any gifts from vendors or bidders. Additionally, employees should be familiar with the ethics section of the Village Code (section 31.018) and comply with those provisions.

### **4. Department Head Responsibility and Accountability**

Each Department Head is responsible for controlling expenditures within the budgeted amount. It is the responsibility of the Department Head to at least monthly review expenditures to ensure the items charged to the budget are in the proper accounts and that the rate of spending will allow the department to operate for the full fiscal year without exceeding the budget amount. In the event that departmental expenses for the full fiscal year are projected to exceed the department budget, the Department Head shall timely communicate the reasons therefore to the Village Administrator.

## **II. Authority to Purchase**

### **1. Purchases up to \$2,500**

Department Heads have the authority to approve purchases of \$2,500 or less. The Department Head shall be responsible for ensuring that such purchases reflect a quality product at a market price. Under normal circumstances, the Department Head shall obtain a minimum of one quote for items up to \$500 and two quotes for items costing \$500.01 or more.

Payment for purchases made under this section shall be initiated by the Department Head as outlined in Exhibit A.

### **2. Purchases of \$2,500.01 to \$20,000**

Purchases over \$2,500 must have the prior approval of the Village Administrator.

The Department Head shall submit a purchase order request form to the Village Administrator for purchases made under this section. The Department Head shall normally submit a minimum of two written quotes for items up to \$5,000 and three written quotes for items above that amount. In addition to the quotes, the Department Head shall recommend the preferred vendor. If a preferred vendor is not the lowest cost, an explanation as to why that vendor is preferred shall be attached to the quotes.

Payment for purchases made under this section shall be initiated by the Department Head as outlined in Exhibit A.

### **3. Purchases over \$20,000**

Purchases over \$20,000 will be evaluated by the Village Administrator and will be submitted to the Village Board for final approval. Purchases over \$20,000 frequently follow a sealed bid or request for proposal process. It should be noted that State Statute requires formal bidding for any work or other public improvement in excess of \$20,000.

The Department Head shall normally submit a minimum of three quotes or the results of a formal bid process to the Village Administrator. The Department Head shall recommend a preferred vendor. If a preferred vendor is not the lowest cost, an explanation as to why that vendor is preferred shall be attached to the quotes.

Upon approval of the Village Board, the Department Head shall submit a purchase order request form to the Finance Department who will issue a purchase order and send a copy to the vendor.

#### **4. Sole Source Purchases**

At times the Village may seek to purchase equipment or supplies that cannot reasonably be obtained through a normal competitive process. Some providers of equipment only sell through authorized distributorships where there is only one provider of specific item in a given geographic region. Alternatively, for operational reasons (such as ease of repair, ease of use with existing equipment, superior product, employee training, etc.), the Village may elect to standardize on a particular brand or model of an item.

When a sole source purchase is sought, the request for purchase order form should clearly state that the item is a sole source and the reason therefore. When requesting the purchase of a sole source item, support should be provided that substantiates that said sole source purchase is at a reasonable cost. Such support can include reference to the cost of a prior similar purchase, or to the cost of similar but non-compliant item.

#### **5. Emergency Purchases**

Emergency purchases may be required when an accident, disaster, or other circumstances creates a public emergency. The Village Administrator shall have the authority to declare an emergency and award contracts / make purchases for the purpose of mitigating the impact of an emergency. Given the nature of the emergency, the Village may expedite the acquisition of goods and / or services by direct contract with a vendor or other method which may fall outside of the normal purchasing process. Those making purchases during a declared emergency shall use reasonable care to ensure that the Village is receiving a fair value for the goods or services provided under the circumstances present at the time the purchase is made.

The Administrator shall promptly notify the Mayor and Board of Trustees when an emergency has been declared. Expenses incurred during the emergency shall be summarized and reported to the Council as soon as is practical.

#### **6. Blanket Purchase Orders**

Blanket purchase orders are contracts whereby the vendor obligates himself to supply to the Village a particular commodity for a certain period of time. The Village usually does not specify an exact amount or commodity to be purchased, but provides the vendor with an estimate of quantities or dollar limit for the period of the agreement.

## **7. Petty Cash**

Petty cash has been established to efficiently expedite small dollar purchases. Because petty cash payments are tracked separately from regular payments, petty cash should generally not be used for payments to vendors the Village normally makes payments to through the regular warrant process.

There are three requirements for the use of petty cash:

- 1) The items purchased are not routinely purchased or stocked by a department.
- 2) The vendor requires prompt payment on the purchase.
- 3) The purchase must not exceed \$75.00 (unless prior approval is obtained from the Finance Director).

Petty cash shall not be used to pay for personnel services, cashing of checks, or for making loans. Petty cash accounts may be established by any department in an amount not to exceed \$1,000. Each Department Head or designee shall be responsible for ensuring petty cash expenses paid are documented by completing a received of petty cash form and attaching a receipt. Replenishment of the petty cash funds shall be through the regular warrant process.

## **8. Local Preference**

Businesses located in the Village of Wauconda support our community and should be considered when goods and services are acquired. An additional benefit to using local businesses is that it may expedite the repair or resolution of any problems. Local preference does not require that the Village pay more than a market rate to purchase in Wauconda.

## **9. State or Cooperative Purchasing**

The State of Illinois and Cooperative Purchasing Arrangements exist which allow the Village to efficiently procure goods and services. The decision to engage in cooperative purchasing can allow the Village to benefit from economies of scale and bidding performed by entities with a potentially better bargaining position than the Village might have on its own. Joint bidding results from Federal, State, or Local Governmental Entities will be deemed to be in compliance with the bidding requirements of this purchasing policy.

## **10. Travel Request Forms**

Designated Village Officials and employees may travel to maintain and improve their skills, recruit businesses to the community, or conduct business on behalf of the Village. A travel request form must be filled out completely with the required approval and signatures (see Exhibit E). The Village will provide advanced funds if needed. All (travel, lodging, registration, meals, etc.) expenditures will be paid by the individual directly and reimbursed upon return to work unless otherwise agreed to in advance. The Village will not reimburse for entertainment expenses, as defined in Public Act 99-604.

Upon returning to work, all receipts and any money remaining from any advances by the Village to the employee are to be promptly submitted to the Finance Department. Employees owed additional funds for travel expenses may be reimbursed by petty cash or a warrant check, as appropriate.

## **11. Surplus Stock**

The Village periodically disposes of surplus property. Before a department disposes of surplus property, other Village departments shall be given an opportunity to acquire that property. Such transfers of equipment between departments may occur when it is practical and more advantageous than a disposition.

Surplus property disposition may be authorized by a resolution specifically authorizing specific pieces of equipment for disposal. Alternatively, the Village may pass a disposal resolution providing blanket authority for the disposition of certain types of Village property that becomes Surplus Personal Property throughout the year, such as surplus office equipment, computer equipment, or scrap materials. A blanket disposal resolution authorizes the Village Administrator to dispose of surplus property in any manner deemed reasonable under the circumstances, including internet auctions.

The authorization to dispose of surplus property may cover items from the Police Department's found property, which is subject to additional procedures.

### **III. The Purchasing Process**

The purchase order request form is the initial document in the purchasing process. Upon approval of the Village Administrator, a purchase order is created which authorizes the purchase of goods / services on behalf of the Village. Purchase order request forms are required for all purchases with the following exceptions:

- Department Purchases of \$2,500 or less
- Utility Bills
- Petty Cash
- Association dues, meetings, lunches, etc.
- Escrow Refunds
- Other Exceptions, as approved by the Village Administrator

#### **1. Preparation of the Purchase Order Request Form**

The purchase order request form originates from the department seeking goods or services and has the approval of the Department Head or authorized representative. If delivery is time sensitive, the date the material is required should be noted.

Whenever possible, stock or part numbers should be listed on the purchase order request form to make it easier for the vendor to identify the exact item needed. Purchase order request forms should include the following information:

- Quantity required
- Manufacturer's part or catalog number(s)
- Description of the item(s)
- Account number(s) to charge for the purchase
- Delivery location
- Deliver to person
- Previous supplier (if applicable)
- Approval of the Department Head or authorized representative

Purchase order request forms that include charges to a capital account require a retirement sheet and/or an explanation if it is a new installation.

#### **2. Issuance of the Purchase Order**

The Village Administrator shall review and approve request for purchase order forms submitted by Department Heads. Once approved the request for purchase order form shall be submitted to the Finance Department which will issue a purchase order. The original purchase order will be returned to the Employee ordering the goods or services who will then send it to the vendor.

### **3. Receipt of Goods / Services**

#### **A. Responsibility for Delivered Supplies**

The vendor shall be responsible for all deliveries covered by the purchase order until they are delivered to the designated location and accepted by the Village.

#### **B. Inspections**

Inspection and acceptance will normally be made after delivery at the destination specified unless otherwise noted. Final inspection and acceptance or rejection of shipments will be made as promptly as practicable. Shipments that are not in accordance with specifications shall impose no liability on the Village.

#### **C. Inspections at Manufacturer's Premises**

The Village reserves the right to conduct inspections at the manufacturer's location. All expenses of the inspections shall be borne by the Village unless otherwise specified. The presence of inspectors at the site of the manufacturer shall not relieve the vendor of responsibility for faulty workmanship or materials which may be discovered at a later date.

#### **D. Delivery Requirements**

Delivery must be made in accordance with the bid / purchase order. If no delivery deadline appears on the purchase order, it will be interpreted to mean prompt delivery required. Reasonable compliance with the delivery terms shall be determined by the Department Head purchasing the goods / services.

Each case, carton, barrel, crate or package delivered must be plainly marked or securely tagged, stating the vendor's name and Village purchase order number. Failure to comply with these instructions will place the material at the vendor's risk. All deliveries must be scheduled to arrive during normal business hours, allowing enough time to unload. Deliveries at any other time will not be accepted unless previous arrangements have been made.

#### **E. Samples**

If samples are requested to be submitted with the bid, they will be held until after an award is made unless otherwise specified. Should a vendor submit a sample for trial use, the product must be presented at no cost or obligation to the Village.

#### **F. Rejected shipments**

All shipments delivered and not conforming in every way to the sample submitted for approval, may be rejected by the Village. The decision of the Department Head placing the order to accept or reject a shipment shall be considered final.

The vendor shall bear all risk on rejected shipments after notice of rejection. Rejected shipments must be removed by and at the expense of the vendor within five (5) working days, or the Village may return the rejected shipment to the vendor at the vendor's risk and expense.

**G. Packing slips or delivery tickets**

All shipments shall be accompanied by packing slips or delivery tickets and should contain the following information:

1. Purchase order number (or, if no purchase is issued, the employee's name)
2. The name of item and stock number for all items enclosed
3. The quantity ordered
4. The quantity shipped

#### **IV. Sealed Bid / Requests for Proposal**

There are two (2) types of formal buying which generally applies to purchases of \$20,000 or more: **Sealed Bids** – which in most cases requires detailed specifications, and **Request for Proposal** – which requires the vendor to explain in detail the product being provided. The following procedures shall be followed for formal bids:

##### **Review by Village Administrator:**

Invitation to bid, instructions, specifications and list of prospective bidders are to be prepared by the departments and must be submitted to the Village Administrator for approval prior to publication or distribution of a bid document.

##### **A. Invitations to Bid**

Invitations to bid shall be advertised at least once in a local newspaper of general circulation. The advertisement shall be published not less than 10 days before the bid opening deadline.

Invitations to bid shall include a general description of the items to be purchased, indicate where bid forms and specifications may be secured and state the date, time and place for bid openings.

##### **B. Instructions to Bidders**

All bid packets shall include instructions to bidders properly notifying the bidder of the Village's policies and procedures related to bidding.

##### **C. Pre-Bid Conferences**

Departments are encouraged to schedule pre-bid conferences when necessary. Pre-bid conferences allow the Village, to explain specifications relating to a specific Invitation to Bid and allows for vendors to gain a better understanding of the goods or services sought by the Village. Notice of a pre-bid conference should be included in the Invitation to Bid.

##### **D. Specifications**

The Department Head is responsible for the preparation of specifications. The specifications shall state the standards acceptable to the Village, but shall not be overly restrictive so as to disqualify vendors who can meet the Village's needs. Brand names may be used as a guideline; however, vendors are invited to submit items of equal or better quality.

##### **E. Bid Deposits**

Bids may require a bid deposit in an amount not to exceed 10% of the net bid. A bid deposit check shall be in the form of either a certified bank check or a cashier's check. This

check will be retained by the Village as both a bid and performance guarantee as long as the Village deems necessary to insure performance. After award of the contract, unsuccessful bidders shall promptly have their checks returned. The Treasurer shall retain bid deposits.

NOTE: Failure of the vendor to satisfactorily fulfill his obligations shall be cause for the forfeiture of their bid deposit.

**F. Performance Bond**

Bids may require the successful bidder to furnish a performance bond. A performance bond shall be furnished within ten (10) days after notification of award in an amount equal to 100% of total bid. Performance bonds acceptable to the Village may include a surety bond, cash, cashier's check or irrevocable letter of credit from a financial institution. The company acting as surety for any bond issued shall be licensed to do business in the State of Illinois. (Specifications shall so state and shall be so stated in the Instructions to Bidders.)

**G. Hold Harmless Agreements and Insurance**

All bidders will comply with any hold harmless and insurance requirements noted in the bid document.

**H. Bid Proposal Form**

All bids shall be submitted on the bid form supplied by the Village. If several items are being bid at one time and a vendor cannot bid on all items, they should mark all items on which they are not bidding with the words "No Bid". Care should be exercised that all amounts on the bid are correct. Extensions should be checked to insure accuracy. Prices should be either in ink or typed.

Any corrections must be initialed in ink by the person signing the original proposal. In case of a difference between unit price and extensions, the unit price shall be deemed correct. An appropriate officer or employee of the company bidding must sign the proposal.

**I. Samples**

If samples are to be submitted with a bid, they will be held until after a bid award is made. Should a vendor wish to submit a sample for trial use, the product must be presented at no cost or obligation to the Village.

**J. Submitting Bid**

All bids must be sealed and marked as indicated in the Instructions to Bidders and must be received before the time stated for the opening of bids.

As a safeguard against tampering, sealed bid envelopes will be time and date stamped upon receipt. All bids shall be placed in a vault or other locked receptacle until the time specified for opening.

**K. Withdrawal of Bid**

Bidders have the right to withdraw their bids or to make changes to the bid prior to the bid opening. After bids are opened, the bid must stand as submitted. No bid may be withdrawn after the closing time for receipt of bids and for thirty (45) days thereafter.

**L. Opening of Bids**

Formal bids are opened and read publicly in the Board Room or other location designated in the time shown in the "Notice for Bids". A minimum of two Village employees shall be present at the bid opening.

All interested parties are welcome to attend bid openings. Bids are to be read aloud but are not available for further inspection to the public until after the bid award is made. The bids shall be tabulated as they are read aloud. The tabulation shall include the bidder's name, address, total bid price, bid deposit check amount, and other pertinent information. The original copy of the tabulation shall be maintained with the bids. All bids and supporting documents which are opened shall be exempt from public inspection until an award is made by the Village Board.

**M. Late Bids**

Bids received after the opening time in the "Invitation to Bid" will not be honored by the Village and shall be promptly returned to the bidder unopened.

**N. Tabulation and Analysis**

The following factors shall be used in determining the lowest and most responsible bidder:

1. The bid amount and its impact on the budget.
2. The capacity of the bidder (financial, labor, supplies, materials, equipment, etc.) to perform the contract in a satisfactory manner without delay or interference.
3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.
5. The ability of the bidder to comply with laws and ordinances.
6. The ability of the bidder to provide future maintenance and support.
7. The dollar and percentage differences between the bid estimate and amount actually bid.

**O. Recommendation of Award**

The Department Head shall, in writing, recommend award of the bid to the Village Administrator. The report shall include: Board date; date prepared; opening date; quantity and description of items; list of bidders; prices; terms and conditions; basis of recommendation; reason for rejection of bid, with a lower cost than that of the recommended bidder, and availability of funds in the budget.

**P. Award of Bids**

The Mayor and Board of Trustees have the final authority on awarding bids. After the Board has voted to accept a bid, the Department Head should promptly request that a purchase order be issued to the successful bidder.

**Q. Inspection of Bids**

After the bid award is made by the Village Board, the public may inspect the bids by contacting the Village Clerk's office and filing a Freedom of Information Request Form.

**R. Acceptance of Bid Items**

Before the invoice is paid or bid bonds are returned, the Department Head shall inspect the materials, equipment, or services performed to insure they comply with the bid requirements.

**S. Rejection or Waiving Technicalities in Bidding**

The Village reserves the right to reject any and all bids and to waive technicalities in bidding if such action is deemed to be in the best interest of the Village. The Village Administrator shall recommend when a bid should be rejected and technicalities waived to the Village Board. The ultimate authority on waiving technicalities in bidding rests with the Village Board.

## **V. Exhibits**

### **A. Purchasing and Payment Processing**

Employee needs goods or services

Step

- 1 Employee completes a request for purchase order form (RFPO)
  - a. Obtain quotes for materials
  - b. Recommend a Vendor
- 2 Employee send RFPO form to Department Head
- 3 Department Head Reviews RFPO form
  - a. If \$2,500 or less, Department Head issues a Department RFP #

Police	P - YYYY - ###
Public Works	PW - YYYY - ###
Building	B - YYYY - ###
Administration	A - YYYY - ###

Department Head sends Department RFP# and information to Vendor  
Skip to step 6.
  - b. If over \$2,500, RFPO Form sent to Village Administrator
- 4 Village Administrator reviews and approves RFPO form & send to Finance
- 5 Finance issues a Purchase Order
  - a. Original to Vendor
  - b. Copy to Employee listed on RFPO
- 6 Vendor ships goods to the Village
  - a. Includes packing slips listing items and quantity shipped
- 7 Vendor Invoices the Village
  - a. Employee listed on PO marks on Dept. Copy of PO that the goods have been received.
  - b. Employee completes a Request for Payment Sheet to pay the order which is sent to the Finance Department (reference PO #, if issued)
  - c. The Purchase Order number should be noted if one was issued for this item
  - d. If this payment completes the PO, the employee submitting payment should write "close PO" when submitting the payment request
- 8 Finance Department reviews request for payment
  - a. Enters information into software for the next warrant list
  - b. Generates a warrant list and the physical check

### B. Request for Purchase Order

## Village of Wauconda

### Request for Purchase Order

<b>Date:</b>	<input type="text"/>	<b>Requested by:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>	<b>Department Head Approval:</b>	<input type="text"/>
<b>Vendor Name:</b>	<input type="text"/>	<b>Director of Finance Approval:</b>	<input type="text"/>
<b>Vendor Address:</b>	<input type="text"/>	<b>Village Administrator Approval:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>Deliver to:</b>	<input type="text"/>
<b>State:</b>	<input type="text"/>	<b>Address:</b>	<input type="text"/>
<b>Zip Code:</b>	<input type="text"/>	<b>City:</b>	<input type="text"/>
<input type="checkbox"/> Fax Complete P.O. to Vender		<b>State:</b>	<input type="text"/>
<b>Fax Number:</b>	<input type="text"/>	<b>Zip Code:</b>	<input type="text"/>

ASN#	Description	Qty	Unit Price	Total Amount
		<b>Shipping/Handling:</b>		
		<b>Total Cost:</b>		

### Vendor Quotes

	Vendor	Amount	Contact Person	Telephone #
#1:				
#2:				
#3:				

**IF low quote is not recommended or NO quotes are given, please give reason, below.**

**Form must be signed by Department Head, Director of Finance and Village Administrator PRIOR to Purchase Order Processing.**

### C. Request to Establish Escrow Account



#### Request to Establish Escrow Account

**Escrow Title:** \_\_\_\_\_

Developer: _____		Contact: _____		Tel: _____	
Address: _____		City: _____	State: IL	Zip: _____	
Check # _____	Check Amount: _____	Received from: _____		Tel: _____	
Address: _____		City: _____	State: IL	Zip: _____	
Purpose: _____					
Estimate of Charges:					

Estimated Fees - Village Engineer . . . . .	_____
Estimated Fees - Village Planner . . . . .	_____
Estimated Fees - Village Attorney . . . . .	_____
Estimated Fees - Village Administrator . . . . .	_____
Estimated Fees - Director Building, Zoning & Economic Development . . . . .	_____
Estimated Fees - Public Works Director . . . . .	_____
<b>Total to be placed in Escrow Account . . . . .</b>	_____
Is the amount being placed in escrow sufficient to cover this project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is the minimum balance acceptable before requesting additional funds: _____	

Initiating Department Head Signature: _____	Date _____
Finance Department: Escrow Account # _____	Date _____

## D. Request for Payment

### Village of Wauconda Request for Payment

[Print Form](#)

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Department Manager Approval: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Deliver to: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ASN#	Description	Qty	Unit Price	Total Amount
Total Cost:				

## E. Travel Expense Form

### Village of Wauconda Travel Expense Form

Today's Date: \_\_\_\_\_

form v.2016.08.08

Employee Name: \_\_\_\_\_

Job Title / Dept. \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

This Form is (ck one) \_\_\_\_\_

Request for Travel and \$ \_\_\_\_\_

Travel Req. \_\_\_\_\_

Final Accounting: \_\_\_\_\_

Leave For Seminar on: \_\_\_\_\_

/ /

and return on: \_\_\_\_\_

/ /

Maximum Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Registration								\$ -

#### Meals:

Breakfast	\$ 9.00							\$ -
Lunch	\$ 13.00							\$ -
Dinner	\$ 29.00							\$ -
sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#### Transportation, Lodging, Other:

Flight/Train/Bus								\$ -
Lodging								\$ -
Per Diem	\$ 5.00							\$ -
sub-total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mileage	\$ 0.540							\$ -
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If this travel is more than 200 miles from Wauconda, I certify by signing below that no similar training opportunity is available locally within the next 12 months.

Signed: \_\_\_\_\_

Employee: \_\_\_\_\_

Department Head: \_\_\_\_\_

Manager: \_\_\_\_\_

Total Spent (A) \$ -

Village Paid Before Travel (B) \_\_\_\_\_

Account # \_\_\_\_\_

A - B > \$0 Balance Due Employee \$ -

or

A - B < \$0 Balance Due Village \_\_\_\_\_

#### Travel Expense Requirements:

- \* All expenses should be reasonable in light of the circumstances. This will be determined by the Department Head and Finance Department.
- \* Travel to and from the hotel conference, or airport should be a method that is convenient, yet economical. Receipts are required.
- \* Hotel accommodations should be requested at the conference at government rate whenever available. The Village will only pay for hotel time needed to attend the seminars. Receipts are required.
- \* Mileage will be reimbursed at the current IRS allowable rate, \$.54 a mile. This reimbursement covers all expenses except tolls and parking. Reimbursement is based on mileage in excess of normal commuting distance, with a minimum reimbursement of 10 miles.
- \* Entertainment, sightseeing, non-essential travel, and all other expenses not related to Village business is to be paid by the employee (those entertainment expenses are not reimbursable and are solely the responsibility of the employee).
- \* Meal or mileage reimbursements not related to an overnight stay may be reimbursed through petty cash if under \$50.

**F. Back Side of Purchase Order**

**INSTRUCTIONS TO ALL CONTRACTORS AND SUPPLIERS**

1. This purchase order is an offer to purchase the indicated goods or services. Acceptance of this purchase order is evidence that a contract exists between the supplier (contractor) and the Village of Wauconda.
2. No agreement or understanding to modify this contract shall be binding upon the Village unless in writing and signed by the Village's authorized agent. All specifications, drawings and data submitted to the vendor with this order are hereby incorporated and made part hereof.
3. All applicable portions of the Uniform Commercial Code shall govern this contract between the supplier (contractor) and the Village of Wauconda.
4. The supplier (contractor), when applicable, is required to submit a Material Safety Data Sheet (MSDS) prior to or at the time of delivery if any toxic substance is contained in the product per Public Act 83-240, Illinois Toxic Substance Disclosures to Employees Act, as amended.
5. All pricing must be FOB delivery point. Where shipping costs are not included in the stated price on the purchase order, the supplier shall prepay such costs and add to the invoice.
6. Where circumstances or conditions exist preventing effective inspection of the goods at the time of delivery, the Village of Wauconda reserves the right to inspect the goods at a reasonable time subsequent to delivery.
7. All invoices shall be mailed in duplicate to: Village of Wauconda, Attn: Accounts Payable, 101 North Main Street, Wauconda, IL 60084.
8. In accordance with the Illinois Compiled Statutes, the Village of Wauconda is exempt from payment of the Retailers Occupational Taxes, the Service Occupation Tax, and the Service Use and Use Tax.

**The Village of Wauconda Tax Exemption Number is E9995-7469-07.**

9. The supplier (contractor) warrants to the Village that all goods and services furnished hereunder will conform in all respects to the terms of the order, including any drawings, specifications or standards incorporated herein, and be free of defects in design, materials, workmanship and title. In addition, the supplier (contractor) warrants that said goods and services are suitable for, and will perform in accordance with the purposes for which they are intended. The Village may return any nonconforming or defective items to the supplier (contractor) or require correction or replacement of the item at the time the defect is discovered, all at the supplier's (contractor) risk and expense. Acceptance shall not relieve the supplier (contractor) of this responsibility.
10. By accepting this order, supplier (contractor) is cognizant of the following statutory requirements and under penalty of perjury certifies they are in compliance with the following:

Illinois Human Rights Act (775ILCS 5/1-101) et seq.  
Equal Employment opportunities – Affirmative Action (775ILCS 5/2-105 [A])  
Americans with Disabilities Act of 1990

11. This contract shall be governed by and construed according to the laws of the State of Illinois. The parties further agree that the sole and exclusive jurisdiction for any legal action shall be the Circuit Court of Lake County, Illinois. The prevailing party in such action shall be entitled to recover its reasonable expenses incurred therein, including its attorneys' fees.

**For Projects Subject To The Illinois Prevailing Wage Act:**

It shall be the responsibility of the supplier (contractor) to comply, when applicable, with the Prevailing Wage Act 820ILCS 130/1-12. It shall also be the responsibility of the supplier (contractor) to monitor the prevailing wage rates as established by the Illinois Department of Labor for any increase in rates during the project and adjust wage rates accordingly. Invoices for work subject to the Prevailing Wage Act will not be processed until the contractor and subcontractor Certified Payrolls and Compliance Affidavits have been submitted as required by Section 5 of the Act.

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## AGENDA SUPPLEMENT

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**TO:** Mayor Bart and Village Board

**FROM:** Doug Maxeiner, Village Administrator

**FOR:** October 4, 2016 Regular Village Board Meeting

**RE:** Approval of a \$20,000 Budget Amendment (#3) Using Restricted Funds for the Remodeling/Improvement of the Police Station and Acquisition of Office Furniture Using Restricted Funds

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**Background.** Chief Wermes has identified opportunities to better utilize the space available in the Police Department for minimal expense. This is Phase II of the internal renovations project and involves the remodeling of existing space which is currently the Communication Center. The plan provides for a more professional and functional space with individual work stations for Patrol, Community Service, and Marine Unit Officers. The Wauconda Police Department does not currently have a roll call room for daily roll calls, briefings or meetings. A portion of this space will be utilized as a roll call room. This entire area will be designated as the Patrol Division.

**Analysis.** The internal renovations and remodeling will be conducted in-house using Public Works and Police Department personnel. The majority of the expense will be for office furniture for the Patrol Division/Roll Call room providing designated desks, operating areas, roll call desks, chairs, and a lectern.

Funding for the project will come from restricted funds obtained through asset seizures. Asset seizures can be used for a narrowly defined purposes and are not used for operations in the Wauconda Police Department budget. In total, the amendment will increase revenues from property forfeitures (10.10.3790) by \$20,000 and budgeted expenditures in the capital projects account (10.10.8500) in the same amount. No tax or discretionary revenues will be used for the project and the amendment will have no budgetary impact.

**Recommendation.** Staff recommends approval of a budget amendment in the Police Department budget increasing the asset seizure revenue account by \$20,000 and the capital projects expenditure account \$20,000 for building improvements at the Wauconda Police Department.



**Quote # QM369787** (v1)

**National Business Furniture, LLC**  
770 South 70th Street Milwaukee, WI 53214  
Phone (888) 558-9803 x3571 Fax (800) 329-9349

**Ship-To Address** [dwermes@waucondapolice.com](mailto:dwermes@waucondapolice.com)

DAVID WERMES  
CHIEF OF POLICE  
WAUCONDA POLICE DEPARTMENT  
311 S MAIN ST  
WAUCONDA, IL 60084  
(847) 526-1109  
(847) 526-0726

Source: OS0004  
Cat: 86-C  
Cust#: BM6418

**Bill-To Address** [dwermes@waucondapolice.com](mailto:dwermes@waucondapolice.com)

**SAME**

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
41191	6	Adjustable Height Table 60x18	Graphite Nebula Top/Black Frame	1-2 Wks	\$349.00	\$309.00	\$1,854.00
42078	1	Multi Cabinet 72 Pockets	Pebble Gray	2-4 Wks	\$1,095.00	\$1,095.00	\$1,095.00
51119	12	Heavy Duty Fabric Stack Chair	Color Not Specified	1-2 Wks	\$98.00	\$98.00	\$1,176.00
57020-3	5	Mesh Back Chair Fabric Seat	Black Fabric Seat/Black Mesh Back/Black Frame	Ships Today	\$279.00	\$259.00	\$1,295.00
	1	LIFETIME GUARANTEE			FREE		

### Important Information:

DELIVERY LEVEL - TAILGATE DELIVERY, YOU WILL NEED PERSONNEL OR EQUIPMENT TO LOWER THE ITEMS FROM THE TRUCK AND BRING THEM INSIDE. PLEASE CONTACT US IF INSIDE DELIVERY IS REQUIRED

Price reflects quoted discount, valid for 90 days from 8/31/2016.

**Own this furniture for as little as \$217.85 per month for 36 months. Call or email me for details.**

Merchandise	\$5,760.00
Total Discount	340.00
Merchandise Subtotal	5,420.00
Shipping & Handling	516.04
<b>Subtotal</b>	<b>5,936.04</b>
Total Tax	0.00
<b>Order Total</b>	<b>\$5,936.04</b>

<b>Customer PO#:</b>	<b>Quoted By:</b> ANNA REEDY	<b>Ext:</b> 3571	<b>On:</b> 08/31/16	<b>Page</b> 1
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**Kayhan International, Limited**  
1475 Woodfield Rd  
Suite 104  
Schaumburg, IL 60173  
Phone: 847-843-5080  
Fax: 847-843-5065  
Email/VWeb: www.kayhan.com

## Quotation

Page: 1 of 5

**Project:** 1748  
**Proj Desc:** Police Department furniture

**Quote:** 1746.002  
**Status:** New

**Sold To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: David Wermes  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Bill To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: Accounts Payable  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Ship To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

Date Entered		Customer PO		Salesperson		FOB	Terms	
09/16/2016				Bob Chambers		D	Net Upon Receipts	
Line	Loc	Item Number		Description		Order Qty	Unit Price	Extended
2	00	BFM-1-B		BASE FEED MODULE,HARDWIRE, 3 CIR,332		1	76.46	76.46 T
			Options:	-				
3	00	DTLT-2		LETTER TRAY		5	13.81	69.05 T
			Options:	,TR-LQ-FROST GRD A				
4	00	DTPR-3		MOXIE JUMP STUFF PAPER SORTER		5	37.47	187.35 T
			Options:	,TR-LQ-FROST GRD A				
				,TR-E-SMOKE GRD A				
5	00	DTWC-2		TOOL CUP		5	11.83	59.15 T
			Options:	,TR-LQ-FROST GRD A				
6	00	E2MN-246-B		MONO PANEL,SQ TOP CAP,NO-POWER,24IN.WX48IN.H,BASE TRIM, ASMB		1	173.45	173.45 T
			Options:	(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				,TR-E-SMOKE GRD A				
				,TR-E-SMOKE GRD A				
7	00	E2MN-446-B		MONO PANEL,SQ TOP CAP,NO-POWER,48IN.WX48IN.H,BASE TRIM, ASMB		2	246.25	492.50 T
			Options:	(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				,TR-E-SMOKE GRD A				
				,TR-E-SMOKE GRD A				
8	00	E2MP-246-B		MONO PANEL,SQ TOP CAP,W/POWER,24IN.WX48IN.H,BASE TRIM,A SMB		1	222.31	222.31 T
			Options:	(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				,TR-E-SMOKE GRD A				
				,TR-E-SMOKE GRD A				
9	00	E2MP-4246-B		MONO PANEL,SQ TOP CAP,W/POWER,42IN.WX48IN.H,BASE TRIM,A SMB		2	286.77	573.54 T
			Options:	(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				,TR-E-SMOKE GRD A				
				,TR-E-SMOKE GRD A				
10	00	E2MP-446-B		MONO PANEL,SQ TOP CAP,W/POWER,48IN.WX48IN.H,BASE TRIM,A SMB		1	308.26	308.26 T
			Options:	(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				(C2)-LANDSCAPE GRD B				
				,C2-AC-PHOTOGRAPH GRD B				
				,TR-E-SMOKE GRD A				
				,TR-E-SMOKE GRD A				
11	00	E2PC-46		90DEG FINISH POST,PAINTED,48IN.H,FULL HGT		1	25.67	25.67 T
			Options:	,TR-E-SMOKE, GRADE A				
				,TR-E-SMOKE, GRADE A				
				,TR-E-SMOKE, GRADE A				
12	00	HGRY-2416		SLATWALL ASSEMBLY,PLUNIGROUP,16HX24W		2	66.87	133.74 T
			Options:	,TR-E-SMOKE, GRADE A				



**Kayhan International, Limited**  
 1475 Woodfield Rd  
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 Schaumburg, IL 60173  
 Phone: 847-843-5060  
 Fax: 847-843-5065  
 Email/Web: www.kayhan.com

## Quotation

Page: 2 of 5

**Project:** 1746  
**Proj Desc:** Police Department furniture  
**Quote:** 1746.002  
**Status:** New

**Sold To:** 2044-00  
 WAUCONDA POLICE DEPARTMENT  
 Attention: David Wermes  
 311 SOUTH MAIN STREET  
 WAUCONDA, IL 60084  
 UNITED STATES

**Bill To:** 2044-00  
 WAUCONDA POLICE DEPARTMENT  
 Attention: Accounts Payable  
 311 SOUTH MAIN STREET  
 WAUCONDA, IL 60084  
 UNITED STATES

**Ship To:** 2044-00  
 WAUCONDA POLICE DEPARTMENT  
 311 SOUTH MAIN STREET  
 WAUCONDA, IL 60084  
 UNITED STATES

Date Entered		Customer PO	Salesperson		FOB	Terms	
09/16/2016			Bob Chambers		D	Net Upon Receipts	
Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended	
13	00	HGRY-4216	SLATWALL ASSEMBLY,PLUNIGROUP,16HX42W	1	88.13	88.13 T	
		Options:	,TR-E-SMOKE GRD A				
14	00	JPAH-24-SJ	X	5	214.33	1,071.65 T	
			SERIES,PEDESTAL,ATTACHED,B/B/F,24"D,PTDDRWFRT, STL LK RL,J PULL				
		Options:	,TR-TY-CEMENT (TEXTURED) GRD A				
			,LR-BP-CHROME GRD A				
15	00	KUAF-1630	TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 30IN.	1	64.12	64.12 T	
		Options:	(C2)-LANDSCAPE GRD B				
			,C2-AC-PHOTOGRAPH GRD B				
16	00	KUAF-1648	TACKBOARD,WALL-MOUNTED,UNIVERSAL 16IN. X 48IN.	1	74.34	74.34 T	
		Options:	(C2)-LANDSCAPE GRD B				
			,C2-AC-PHOTOGRAPH GRD B				
17	00	KUPY-1648	SLAT TILE,WALL-MOUNT,ADAPTABLE 16IN. X 48IN.	2	97.63	195.26 T	
		Options:	,TR-E-SMOKE GRD A				
18	00	LSET-1	HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	3	0.00	0.00	
		Options:	,LX-BP-CHROME GRD A				
19	00	LSET-3	HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 3	2	0.00	0.00	
		Options:	,LX-BP-CHROME GRD A				
20	00	MFTE7248	MARKERBOARD, SQUARE CORNER ALUM FRAME, EVS, 72"W X 48"H ,FULL LENGTH ALUM MARKER TRAY,WALL MOUNT	1	488.00	488.00 T	
		Options:	CA-CLEAR ANODIZED ALUMINUM FINISH				
			W-WALL MOUNT BRACKET				
21	00	MF2CX	DUAL MONITOR ARM, 12" POST, CLAMP MOUNT, (2) ADJUSTABLE BRACKETS FOR MONITORS, (2) #2 STYLE ARMS	5	308.00	1,540.00 T	
		Options:	S-SILVER WITH GRAY TRIM				
22	00	PRD-3-B	DUPLEX RECEPTACLES (BOX OF 6),3 CIR,332	1	45.05	45.05 T	
		Options:	,TR-E-SMOKE, GRADE A				
23	00	S2LF	202 LECTERN,24"W X 48"H X 21"D,ETEX FINISH,LOWER CABINE T WITH LOCK & ADJUSTABLE SHELF	1	1,232.00	1,232.00 T	
		Options:	BL-ETEX POLYMER COATING - BLACK				
			ETEXFINS-ETEX FINISH OPTIONS				
			BL-ETEX POLYMER COATING - BLACK				
24	00	SUTM-1224-DU	BELONG SCREENS, ADAPTABLE, TERRITORY, MULTI-MATERIAL	3	166.90	500.70 T	
		Options:	,H-3E-SMOKE GRD A				
			,HP-3E-SMOKE GRD A				
			,TR-LE-METALLIC SILVER GRD B				
25	00	UUFS-1630-PWL	ADAPTABLE,UPPER STORAGE,30"W,PAINTED FRONT,WALL MOUNT,H INGE,LOCKING	1	189.28	189.28 T	
		Options:	,TR-TY-CEMENT (TEXTURED) GRD A				
			,TR-TY-CEMENT (TEXTURED) GRD A				
			,LR-BP-CHROME GRD A				
26	00	UUFS-1636-PWL	ADAPTABLE,UPPER STORAGE,36"W,PAINTED FRONT,WALL MOUNT,H INGE,LOCKING	1	197.03	197.03 T	
		Options:	,TR-TY-CEMENT (TEXTURED) GRD A				



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## Quotation

Page: 3 of 5

**Project:** 1746  
**Proj Desc:** Police Department furniture

**Quote:** 1746.002  
**Status:** New

**Sold To:** 2044-00  
 WAUCONDA POLICE DEPARTMENT  
 Attention: David Wermes  
 311 SOUTH MAIN STREET  
 WAUCONDA, IL 60084  
 UNITED STATES

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 WAUCONDA, IL 60084  
 UNITED STATES

Date Entered		Customer PO	Salesperson		FOB	Terms	
09/16/2016			Bob Chambers		D	Net Upon Receipts	
Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended	
27	00	UUFS-1648-PWL	,TR-TY-CEMENT (TEXTURED) GRD A ,LR-BP-CHROME GRD A ADAPTABLE,UPPER STORAGE,48"W,PAINTED FRONT,WALL MOUNT,H INGE,LOCKING	2	212.54	425.08	T
			Options: ,TR-TY-CEMENT (TEXTURED) GRD A ,TR-TY-CEMENT (TEXTURED) GRD A ,LR-BP-CHROME GRD A				
28	00	WMK-46	WALL MOUNT KIT 48IN. ,TR-E-SMOKE GRD A	2	29.94	59.88	T
			Options: ,TR-E-SMOKE GRD A				
29	00	WURA-2448-LJSA	WORKSURFACE, RECT,24DX48W,LAM,EDGEBAND,STD CORE,NOTCHED	4	116.84	467.36	T
			Options: ,H-KE-SANARA GRD B ,HP-KE-SANARA GRD A				
30	00	WURA-2460-LJSA	WORKSURFACE, RECT,24DX60W,LAM,EDGEBAND,STD CORE,NOTCHED	1	137.34	137.34	T
			Options: ,H-KE-SANARA GRD B ,HP-KE-SANARA GRD A				
31	00	WURA-2466-LJSA	WORKSURFACE, RECT,24DX66W,LAM,EDGEBAND,STD CORE,NOTCHED	2	147.59	295.18	T
			Options: ,H-KE-SANARA GRD B ,HP-KE-SANARA GRD A				
32	00	WURA-2484-LJSA	WORKSURFACE, RECT,24DX84W,LAM,EDGEBAND,STD CORE,NOTCHED	1	178.34	178.34	T
			Options: ,H-KE-SANARA GRD B ,HP-KE-SANARA GRD A				
33	00	ZEBA-0000-PL	BRACKET,SIDE,FOR UNIGROUP/TOO/PLACES,LH	2	4.97	9.94	T
34	00	ZEBA-0000-PR	BRACKET,SIDE,FOR UNIGROUP/TOO/PLACES,RH	4	4.97	19.88	T
35	00	ZEBD-1600-PP	UNIGROUP/TOO/PLACES,CNTLVR BRKT,STANDARD,16.5IN,D,BH	3	28.04	84.12	T
36	00	ZEFS-2400-LNEJ	WORKSURFACE SUPPORT PANEL,UNIGROUP/TOO/PLACES,24IN.D,LA M,3MM EDGEBAND TOP	1	91.02	91.02	T
			Options: ,H-3E-SMOKE GRD A ,HP-3E-SMOKE GRD A				
37	00	ZUBF-0000-PN	FLUSH MOUNT PLATE	4	6.27	25.08	T
38	00	ZUBW-0000-PN	SCREEN, BRACKET, WORKSURFACE TO WALL BRACKET, BELONG	12	6.53	78.36	T
39	00	ZZFD-2400-PNFF	COMPOSE WORKSURFACE DBL SUPPORT LEG,STEEL,24IN,D	1	105.11	105.11	T
			Options: ,TR-E-SMOKE GRD A				
40	00	FEE	2% SMALL ORDER HANDLING FEE	1	30.80	30.80	T
			Options: S-SILVER WITH GRAY TRIM				
41	00	FRT	Estimated Freight	1	187.50	187.50	T
42	00	FRT	Estimated Freight	1	181.25	181.25	T
43	00	INS	LABOR TO RECEIVE, DELIVER & INSTALL (5) WORKSTATIONS, MARKERBOARD & LECTERN PER PLAN DURING REGULAR BUSINESS	1	1,550.00	1,550.00	



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1475 Woodfield Rd  
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Fax: 847-843-5065  
Email/Web: www.kayhan.com

## Quotation

Page: 4 of 5

**Project:** 1746  
**Proj Desc:** Police Department furniture

**Quote:** 1746.002  
**Status:** New

**Sold To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: David Wermes  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Bill To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: Accounts Payable  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Ship To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

Date Entered	Customer PO	Salesperson	FOB	Terms
09/16/2016		Bob Chambers	D	Net Upon Receipts

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
			Subtotal			11,933.28
			Total Tax			1,038.31
			<b>TOTAL AMOUNT - USD</b>			<b>12,971.59</b>
			<b>Deposit Required :</b>			<b>6,000.00</b>

### Project Notes:

Lead time: Product will ship approx. 5 weeks after the date of order entry.



**Kayhan International, Limited**  
1475 Woodfield Rd  
Suite 104  
Schaumburg, IL 60173  
Phone: 847-843-5060  
Fax: 847-843-5065  
Email/Web: www.kayhan.com

## Quotation

Page: 5 of 5

**Project:** 1746  
**Proj Desc:** Police Department furniture

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**Status:** New

**Sold To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: David Wermes  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Bill To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
Attention: Accounts Payable  
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WAUCONDA, IL 60084  
UNITED STATES

**Ship To:** 2044-00  
WAUCONDA POLICE DEPARTMENT  
311 SOUTH MAIN STREET  
WAUCONDA, IL 60084  
UNITED STATES

**Date Entered Customer PO**  
09/16/2016

**Salesperson**  
Bob Chambers

**FOB Terms**  
D Net Upon Receipts

**This Quote will expire on:** September 30, 2016

### TERMS AND CONDITIONS

1. No representative nor warranties, express or implied, no alterations or nor amendments to this contract shall be binding on either party unless hereon or evidenced by a written memorandum signed by both parties. This order is not cancelable after materials are put into work. Any goods sold hereunder that are not manufactured by seller are not warranted by seller in any way.
2. KAYHAN INTERNATIONAL LIMITED shall not be liable for delay in performance of this agreement when caused by state of emergency, strikes, lockouts, accidents, delays in transportation of men or materials or others causes beyond its control.
3. If any article herein described cannot be furnished, KAYHAN INTERNATIONAL LIMITED may furnish other articles of like quality, if satisfactory to the purchaser. If such substitution cannot be agreed upon, the contract shall be credited with the price of articles not so furnished, and, further, that all amounts due and owing for goods received, whether the contract be completed or not be payable in full pursuant to terms of contract.
4. Purchaser agrees to furnish a safe place for the storage of the articles described in the within contract and of the supplies and equipment of KAYHAN INTERNATIONAL LIMITED and to supply without cost necessary light, heat, elevator service and a safe place for employees of KAYHAN INTERNATIONAL LIMITED to work. Purchaser shall assume full responsibility and liability for the safety and well being of said employees engaged in delivery and installation of other work entered into pursuant to this contract. Purchaser is responsible for the safety and protection of all material and equipment delivered on premises and will reimburse KAYHAN INTERNATIONAL LIMITED for any damage caused by material or equipment being lost, stolen, destroyed, damaged or removed from premises.
5. Any loss, destruction or theft of or damage to any of the articles described in the within contract after the same reaches the premises of the purchaser shall be borne by the purchaser, notwithstanding, the title to all said articles shall remain in KAYHAN INTERNATIONAL LIMITED even though delivered to the premises of the purchaser, until the purchase price specified herein is paid in full, and, where goods, after delivery, are destroyed by fire, theft, accident or other cause, the purchaser shall remain liable for any unpaid balance under this order.
6. No payment shall be made by purchaser except delivery to KAYHAN INTERNATIONAL LIMITED or to an agent with written authority signed by an officer of KAYHAN INTERNATIONAL LIMITED authorizing him to receive such payment. No advances of money shall be made or credit extended by purchaser to agents of employees of KAYHAN INTERNATIONAL LIMITED unless such advances or credits be authorized by a written order signed by an officer of KAYHAN INTERNATIONAL LIMITED.
7. This instrument shall not be deemed or treated as a binding contract upon either of the parties hereto until approved by an approved officer of KAYHAN INTERNATIONAL LIMITED, 1475 E. Woodfield Road, Suite 104, Schaumburg, Illinois 60173-5466, and shall be at all times deemed and treated as an Illinois contract to be construed under the law of the State of Illinois.
8. Purchaser shall reimburse KAYHAN INTERNATIONAL LIMITED for all costs and expenses, including attorney's fees and court costs incurred and collecting any amounts due under this contract.
9. In the event KAYHAN INTERNATIONAL LIMITED shall be required to pay any tax upon sale or purchase of any of the merchandise described in the within contract under any present or future laws of the United States of America or the State of Illinois, or any other state, the purchaser agrees that the amount of such tax shall be paid by the purchaser to KAYHAN INTERNATIONAL LIMITED.
10. Goods sold and delivered to the purchaser named in this order, shall remain the property of the vendor, KAYHAN INTERNATIONAL LIMITED, until the specified purchase price is paid in full. The vendor reserves the right to retake possession of same upon default by the purchaser of any payment; interest will be charged at the rate of 1.5% per month on all past due balances of 30 days or more.
11. That all orders, additions, amendments or changes of any manner whatsoever, subsequent to this contract, shall be now and at all times subject to the provisions, restrictions, limitations, conditions, and remedies provided for in this contract, whether or not such orders, additions, amendments or changes be evidenced by further writings.
12. Quantities of carpet, draperies and other pieces, goods or textiles to be prepared and installed are approximations merely. Seller will require its vendors to furnish the quantities actually required and allowances are to be made for the loss by cutting and installations.
13. All previous verbal and written communications of the parties for the sale of goods are obrogated. The parties agree that there are no other agreements of warranties, except as contained in these terms and conditions and the accompanying quotation. These terms and conditions and the accompanying quotation are the full, complete, and exclusive expression to the parties agreement.
14. Our order confirmation is final and binding and any subsequent changes to our ability to conform and is dependent upon factory approval. Changes in quantity or specifications are subject to approval by seller and manufacturer. Resultant charges from manufacturer shall be borne by the buyer. All requests for changes in quantity or specifications shall be delivered to the Seller in writing.

Subtotal	11,933.28
Tax	1,038.31
<b>Total</b>	<b>12,971.59</b>

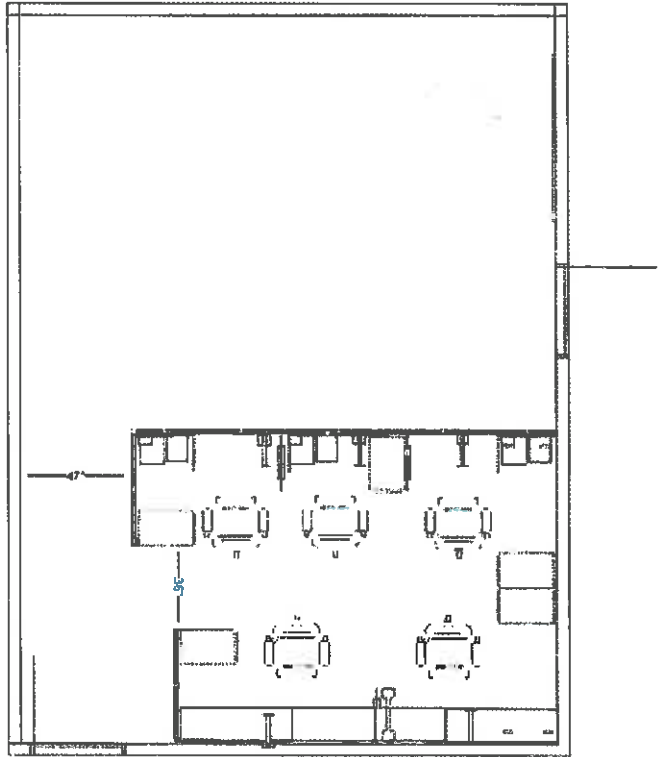
Signature

Title

Date

# FURNITURE PLAN

8/11/16



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## AGENDA SUPPLEMENT

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** October 4, 2016 Regular Village Board Meeting

**RE:** License and Administration Committee Recommendation to Approve Comprehensive Amendments to the Village Code

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**Background.** The License and Administration Committee has spent the last several years reviewing the Village Code for inaccuracies, obsolescence, and contradictory language. The Committee has identified several sections for amendment and is presenting the attached changes as the first in a series of updates. The attached text shows a redline version showing deletions as ~~stricken in red~~ and additions with double underlining. Staff and Committee Chair Howe will walk through the changes for the Board.

**Recommendation.** Staff recommends discussing the proposed modifications with the Board.

## CODE CHANGES

### **§ 10.99 (A) GENERAL PENALTY.**

(A) General. Whoever violates any provision of this code or other ordinance of this village for which another penalty is not specifically provided, shall be fined not less than \$25 nor more than \$750 for each and every violation thereof, and every day the violation continues shall constitute a separate offense.

### **§ 30.05 ORDER OF BUSINESS.**

The order of business at meetings of the Board of Trustees shall be as follows:

- (A) Roll call;
- (B) Public comment;
- (C) Reading of minutes of preceding meeting;
- (D) Communications, resolutions, ordinances and bills;
- (E) Report of officers;
- (F) Report of committees;
- (G) Other business.

### **§ 30.08 COMMITTEES.**

- (1) ~~Finance;~~ Development;
- (2) ~~Public Works;~~ License and Administration;
- (3) ~~Building, Zoning and Public Buildings;~~ Marketing;
- (4) ~~License and Administrative;~~ Natural Resources;
- (5) ~~Environmental;~~ Village Services;
- (6) ~~Police and Emergency Services and Disaster Agency.~~

**§ 30.11 BIDDING.**

Any work or other public improvement which is not to be paid for in whole or in part by special assessment when the expense thereof will exceed ~~\$1,500~~ \$20,000 or above shall be constructed either by contract let to the lowest responsible bidder after advertising for bids as provided by law, or if authorized by 2/3 vote of all the Trustees then holding office, bidding may be waived, as provided by statute.

**§ 31.003 APPLICANTS, CHIEF OF POLICE.**

All applicants for the position of Chief of Police for the village shall, prior to appointment to that position be administered psychological and polygraph tests. In no event shall such tests be older than 60 days prior to appointment.

~~§ 32.020 through 32.023 — BOARD OF HEALTH. Remove these sections in their entirety.~~

~~§ 32.105 & 32.106 — AIR POLLUTION CONTROL BOARD~~

~~Remove these sections in their entirety.~~

**§ 33.01 WAUCONDA FIRE DEPARTMENT. (FIRE DEPARTMENT)**

~~Remove in its entirety.~~

**§ 33.20 CREATION, MEMBERS.**

~~(A) The Department shall consist of the following: One Chief of Police to be appointed by the President with the advice and consent of the Board of Trustees; 9 sergeants, 16 patrol officers. The Chief of Police shall appoint 2 members of the Department as Deputy Chiefs of Police. The positions of Deputy Chief of Police are not permanent ranks and upon removal from the position of Deputy Chief of Police the person holding that position shall revert to his or her permanent rank. The office of Chief of Police is not a permanent rank and the Chief of Police need not be certified as a police officer by the Board of Fire and Police Commissioners. The position of 9 sergeants and 16 patrol officers shall be permanent ranks as set forth in the rules and regulations of the Board of Fire and Police Commissioners. The Police Department of the village shall consist of one Chief of Police, one Deputy Chief of Police, and such sergeants, patrol officers, auxiliary officers and non-sworn employees as may be approved by the corporate authorities of the village.~~

**§ 33.43 DEPARTMENTAL STRUCTURE.**

(C)(1) *Office of the Chief of Police.* The Chief of Police is responsible for the government, efficiency, effectiveness and general good conduct of the Department and its membership. The Chief of Police, with the advice and consent of the Board of Trustees, shall establish from time to time, such rules and regulations as may be necessary for the good of the service.

~~§ 33.44 RULES AND REGULATIONS.~~ Remove section in its entirety.

~~§ 33.45 DEPARTMENTAL DISCIPLINE.~~ Remove section in its entirety.

~~§ 33.60 APPOINTMENT, QUALIFICATIONS.~~ Remove section in its entirety.

~~§ 33.61 SEPARATE FROM POLICE DEPARTMENT, DISTINCTION.~~

Remove section in its entirety.

~~§ 33.62 POWERS AND DUTIES.~~ Remove section in its entirety.

~~§ 33.63 USE OF FIREARMS.~~ Remove section in its entirety.

~~§ 33.64 TRAINING COURSE.~~ Remove section in its entirety.

~~§ 33.65 COMPENSATION.~~ Remove section in its entirety.

**§ 50.20 DUTY TO PROVIDE RECEPTACLES.**

It shall be the duty of every owner or his agent or occupant of any house, building, flat or apartment or tenement in the village where people reside, board or lodge, or where animal or vegetable food is prepared or served, and at all times, to maintain in good order and repair, a separate can for garbage and a separate receptacle for tin cans, bottles, ashes and similar refuse. It shall be the duty of every such occupant to deposit nothing but garbage in the ~~can~~ receptacle provided for the same and nothing but ~~tin cans or bottles~~ recyclables in the receptacle provided for the same.

**§ 50.22 WOODEN RECEPTACLES FOR ASHES PROHIBITED.**

A receptacle for ashes ~~tin cans and bottles~~ shall be either of metal or cement. The use of wooden receptacles for ashes is prohibited.

**§ 50.25 STORAGE.**

(E) Trash and recycle receptacles may be put out for pickup at 3:00 p.m. the day before pickup and must be put away the day of pickup.

**§ 50.47 (B) ADDITIONAL TERMS.**

(B) *Collection schedule.* All residential refuse shall be collected once each week from each single-family residence or multi-family dwelling unit. All such refuse shall be placed by the householder in ~~metal or plastic~~ containers provided by the franchisee or ~~plastic~~ bags intended for refuse disposal. The containers herein mentioned shall not exceed ~~32~~ 96 gallons each or weigh more than 50 pounds. Refuse included in § 50.01 shall be included in the weekly collection required to be collected up by the franchisee. The number of containers for multi-family complexes shall be limited to 1 cubic yard for each 4 apartment units.

**§ 50.47 ADDITIONAL TERMS.**

(C) *Hours of collection.* The franchisee shall collect refuse between the hours of ~~6:00~~ 7:00 a.m. and 6:00 p.m.

**§ 77.05 (C)(1)** ~~If they are accompanied by a parent or guardian or a person at least 16 years of age designated by the parent or guardian on the snowmobile; or~~ The age of an operator of a snowmobile shall be regulated in accordance with 625 ILCS 45/5-3.

~~**§ 90.01 through 90.11 MINIMUM HOUSING STANDARDS.**~~

~~Remove these sections in their entirety.~~

**§ 91.01 TITLE.**

~~This chapter shall be known, cited and referred to as The Wauconda Air Pollution Control Ordinance.~~ The Village adopts all existing federal, state and county air pollution regulations.

~~**§ 91.02**~~ ~~Remove this section in its entirety.~~

**§ 92.023 (G)(1)** All piers, excluding permanent anchorages, shall be clearly and permanently marked with the corresponding numeric and street address of pier owner so as to enhance emergency response and to facilitate the contacting of the owner regarding occurrences involving the pier. Such markings shall be of professionally printed permanent and durable materials and the numbers and lettering shall be at least 3 inches in height, except in the case of homeowner associations with community piers, in which case the identification shall be that of the homeowners association.

~~**§ 92.060 OPERATION OF UNNUMBERED MOTORBOATS AND SAILBOATS OVER TWELVE FEET IN LENGTH; UNLAWFUL**~~

~~Remove this section in its entirety.~~

**§ 92.061 IDENTIFICATION NUMBER APPLICATION.**

The owner of such motorboat and sailboat over 12 feet in length requiring numbering by this village shall file an application for numbers with the Police Department on forms approved by it. The application shall be signed by the owner of the motorboat or sailboat. ~~and shall be accompanied by a fee of \$4.~~

~~§ 92.062 through 92.064~~ Remove these sections in their entirety.

~~§ 92.066 & 92.067~~ Remove these sections in their entirety.

~~§ 92.092 (A) No person under 10 years of age may operate a motorboat, personal watercraft or specialty prop-craft. Persons at least 10 years of age and less than 12 years of age may operate a motorboat, personal watercraft or specialty prop-craft only if they are accompanied on the motorboat, personal watercraft or specialty prop-craft and under the direct control of a parent or guardian or a person of at least 18 years of age designated by a parent or guardian. Persons at least 12 years of age and less than 18 years of age may operate a motorboat, personal watercraft or specialty prop-craft only if they are accompanied by a parent or guardian or a person of at least 18 years of age designated by a parent or guardian or such motorboat, personal watercraft or specialty prop-craft operator is in possession of a boating safety certificate issued by the Department of Conservation Division of Law Enforcement, authorizing the holder to operate a motorboat, personal watercraft or specialty prop-craft. The age of an operator of a motorboat shall be regulated in accordance with 625 ILCS 45/5-18.~~

**§ 92.101 (E)** No person shall lease, hire or rent a personal watercraft or a specialty prop-craft to, or for operation by, any person who is under ~~16~~ 18.

**§ 92.102 (A)** No person shall abandon, deposit or otherwise place any wire, can, bottle, glass, paper, trash, rubbish, cardboard, wood cartons, boxes, trees, parts of trees, brush, sewage, petrochemical or chemical products, or other insoluble material, including animal or vegetable material, into the waters or upon the ice of any water of this village, or in any place on the banks of waters or bridges of this village where it shall be liable to be washed into the waters either by storms, floods or other causes. ~~they~~ Violators of this section shall be in violation of the offense of littering and polluting. Fines for violations shall be assessed in accordance with §10.99 (A).

**§92.102 (B)** Upon conviction by a court, the judge shall order that the person so found guilty shall employ every practical means of removing such debris from such place within a time specified by the court, and assessing a fine of not less than \$25.00 nor more than \$750.00.

**§ 92.107 (A) *Vehicles prohibited.*** It is hereby declared to be unlawful and no person shall operate or drive a motor vehicle weighing 1800 pounds or more over and upon the frozen surface waters of that body of water known as Bangs Lake. Motorcycles are specifically so prohibited.

**§ 92.109** (C) A holder of such license shall be exempt from the inspection permit requirements of § 92.108.

**§ 92.999 (B)(1)** All persons in violation of the provisions of §§ 92.020 *et seq.* shall have 10 days from the date of written notification by the Building Department or representative of the village to remedy such violation. Notice, as used in §§ 92.020 *et seq.*, shall be deemed given if written notice of the violation is mailed or personally served upon the owner or occupant of the lot or lots in violation. The owner and the occupant shall be equally liable for any violations of this chapter. Any person who violates any of the provisions of this chapter shall be fined a sum not less than ~~\$35~~ \$25 nor more than ~~\$500~~ \$750 for each offense.

**§ 93.02 (C)** The Fire Marshal and the Deputy Fire Marshall shall be selected from the ~~roster of the Wauconda Fire Department~~ candidates as presented by the Wauconda Fire District.

**§ 93.04 (E)** In new construction of water mains whether to be privately owned or publicly owned, the size of the water mains shall be as specified by the Village Engineer ~~and~~ in consultation with the Fire Marshal.

~~**§ 93.05** VILLAGE COMPLIANCE WITH CODE.~~ Remove this section in its entirety.

**§ 93.06 (H) (2) *Exception.*** This division shall not apply to doors held open with automatic releasing ~~d~~-hold-open devices installed and maintained in accordance with the requirements of *Standard on Fire Doors and Windows*, NFPA 80 – 1999.

**§ 93.06 (J)(1) *Sweeping compounds.*** ~~Only approved water solutions or detergents, floor sweeping compounds and grease absorbents shall be used for cleaning floors.~~ The use of sawdust or other similar combustible or flammable liquids spilled or dropped from machinery or processes on any floor is prohibited.

**§ 93.06 (K) *Computer format plans.*** Digitized data computer format as-built plans may be required in addition to regular print submittal for subdivision and or building plans. Type of computer format shall be specified by the Fire Department.

**§ 93.07 ~~APPEALS.~~ APPLICATION FOR APPEALS.**

**§ 93.10 (F)** It shall be unlawful to remodel or alter any wood frame building or structure within the village limits which has been damaged, injured, or decayed to 50% of its value unless it be

substantially rebuilt according to the current village codes for the type of occupancy. In the case of any decay, damage or injury to any such building, where a permit to remodel or alter is sought, the Building Commissioner and the Fire Marshal shall act as a committee to determine the extent of the damage done. If the committee determines that the building is damaged to 50% or more of its value, no permit for reconstruction or remodeling shall be issued except as otherwise herein provided. If the Commissioner and Marshal are unable to make a unanimous recommendation, they shall submit their respective recommendations to the corporate authority for determination.

~~§ 95.01 CONTAGIOUS DISEASES.~~ Remove this section in its entirety.

~~§ 95.02 UNWHOLESOME FOOD.~~ Remove this section in its entirety.

~~§ 95.03 SANITARY REGULATIONS.~~ Remove this section in its entirety.

§ 95.22 (DD) Any violation hereof shall result in a fine of not less than \$25.00 nor more than \$750.00.

**§ 95.25 (B)** Any person owning or controlling any plot of ground upon which such a tree is situated shall, upon the appearance of evidence of such disease, cause such tree to be removed from the premises and ~~burned~~ disposed of in accordance with applicable regulations.

**§ 95.25 (C)** If the owner or person in control of any plot of ground upon which such a tree is situated fails to have the tree ~~removed~~ properly disposed of, the village shall effect the removal of the tree and recover the cost of such removal from the owner, lessee or person in control of the parcel of real estate in an action at law.

**§ 95.25 (D)** If the tree is cut by the village, a notice of lien for the cost and expense incurred shall be recorded in the following manner. The village, or the person performing the service by authority of the village, may file notice of lien in the office of the Recorder of Deeds of Lake County, Illinois.

1) The notice of lien shall consist of a sworn statement setting forth:

(a) A description of the real estate sufficient for identification;

(b) An amount of money representing the cost and expense incurred or payable for the service; and

(c) The date or dates when the expense was incurred.

2) The notice of lien shall be filed within 60 days after the cost and expense is incurred.

**§95.25 (E)** If payment of the cost and expense is made after notice of lien has been filed, the lien shall be released by the village, and the release filed in the same manner as the notice of lien.

~~**§ 95.26 SMOKING IN STORES.**~~ Remove this section in its entirety.

**§95.99 (B)** Any person violating any provision of §§ 95.40 *et seq.* shall be fined not more than \$750.00 for each and every violation thereof, and every day the violation continues shall constitute a separate offense.

**§95.99 (C)** Any person who fails to remove graffiti as required in §§ 95.75 *et seq.* within 14 days after written notification from the village to remove such graffiti shall be fined not more than \$750.00 for each and every offense. A separate offense shall be deemed to have been committed for each day on which a violation occurs or continues after such initial notice has been given.

**§96.03 (A)** It shall be unlawful to permit any domestic dogs, poultry, cattle, swine, sheep or goats to run at large; and any domestic dogs, poultry, cattle, swine, sheep or goats running at large within the village shall be impounded by the Chief of Police or other person so designated by law.

**§96.04 (A)** It shall be unlawful to harbor or to keep any animal which disturbs the peace by loud noises at any time of the day or night. Loud noise shall be any noise as set forth in the village noise ordinance.

**§96.04 (B)(2)** Upon complaint of a resident who declines to sign a ~~compliant~~ complaint, any peace officer, code enforcement officer, or village official empowered to enforce laws may at their discretion sign a complaint against owner of the dog if the dog is monitored and observed for 1 or more minutes.

**§96.05** No person shall cruelly treat any animal in the village in any way. Any person who inhumanely beats, under feeds, overloads or abandons any animal shall be guilty of a violation of this section. Whoever violates any provision of this code or other ordinance of this village for which another penalty is not specifically provided shall be fined not more than \$750 for each and every violation thereof, and every day the violation continues shall constitute a separate offense.

**§ 98.01** It shall be unlawful to construct or lay any pavement on any public street, sidewalk, alley or other public way, or to repair the same, without having first secured a permit therefor. Applications for such permits shall be made to the ~~Collector~~ Building & Zoning Department and shall state the location of the intended pavement or repair, the extent thereof

and the person or firm who is to do the actual construction work. No such permit shall be issued except on order of the Superintendent of Streets.

**§98.05** All public street, alley and sidewalk pavements shall be kept in good repair. The repair work, whether done by the village or by the abutting owner, shall be under the supervision of the ~~Committee on Streets and Alleys~~ Department of Public Works.

**§ 98.12 POLES OR WIRES.**

It shall be unlawful to erect or maintain any poles or wires on, over or under any public street, alley or other public way without having first secured permission from the ~~Board of Trustees~~ Village Administrator or his designee.

**§ 98.13 (A)** It shall be unlawful to dig in, tunnel under or make any excavations in or under any street, alley or other public way in the village without a permit therefor. Applications for such permits shall be made to the ~~Village Collector~~ Village Clerk and shall state thereon the location of the extended excavation or tunnel, the size thereof, the purpose thereof, and the person doing the actual excavating, and the name of the person for whom the work is being done. The application shall contain an agreement that the applicant will comply with all ordinances relating to the work to be done. No such permit shall be issued except on the order of the ~~Superintendent of Streets~~ Department of Building & Zoning, and no such permit shall be issued unless and until the applicant therefor has deposited with the ~~Village Collector~~ Village Clerk a cash deposit in the sum of \$100 if no pavement is involved, and \$1,000 if the excavation is in a paved area, or macadam area to ensure the proper restoration of the ground and laying of the pavement, if any. From this deposit shall be deducted the expense to the village of relaying the surface of the ground or pavement and of making the refill if this is done by the village or at its expense, and the balance shall be returned to the applicant without interest after the tunnel or excavation is completely refilled and the surface or pavement is restored. In the event that the excavation under a paved public way shall exceed 50 feet, then the amount of the bond shall not be as set forth above, but shall be determined at 150% of the estimated cost to restore the excavation, said estimate to be made by the Village Engineer after a review of the plans involving the excavation. Notwithstanding anything set forth above, all restoration in or under an area of paved public way shall be made within 10 inches of the cement or concrete on a base of pea gravel. Restoration with blacktop or asphalt shall not be permitted.

**§ 98.13 (B)** No such permit shall be issued unless and until the applicant therefor has filed with the ~~Village Collector~~ Village Clerk a bond in the sum of \$15,000 conditioned to indemnify the village for any loss, liability or damage that may result or accrue from or because of the making, existence or manner of guarding or constructing any such tunnel or excavation. The bond shall have as surety a corporation licensed to do business in the State of Illinois as a surety

company. The bond shall be a yearly bond and shall be renewed on or before the anniversary date and shall be on a form approved by the village.

**§ 98.14** No person shall construct a driveway on any public parkway or sidewalk in the village without a permit being issued pursuant to authority granted by the corporate authorities of the village in accordance with the following provisions. The person desiring to construct such a driveway shall first file with the ~~Superintendent of Streets~~ Department of Building & Zoning of the village an application in writing for such a permit and a sketch or drawing showing the location of the proposed driveway, setting forth the nature of the title or interest of the applicant in the premises to be serviced and material to be used in such driveway and also setting forth an express agreement whereby the applicant, on behalf of himself and his successors in title or interest, agrees to maintain the driveway in good condition at his own expense. No one shall be personally liable under such agreement for the maintenance of such driveway in good condition after he ceases to have any right, title or interest in or to the premises serviced by the driveway. The ~~Superintendent of Streets~~ Department of Building & Zoning of the village shall have power to authorize the ~~Collector~~ Village Clerk to issue a permit for the construction of a driveway on a public parkway, at a specific location, when he finds that the applicant has title to the premises to be serviced by the proposed driveway or such right to use the premises as will make such driveway reasonably necessary for the enjoyment thereof and finds that the proposed location will not constitute a hazard to traffic or interfere with public improvements and when the proposed construction is of a material as it crosses the parkway similar to that of the street to which it leads so as to not likely cause injury to the street or sidewalk. Each driveway so authorized shall be properly maintained in good condition so long as it remains in use by the owner of the abutting property. If the ~~Superintendent of Streets~~ Department of Building & Zoning at any time finds that any such driveway is not in good condition, he shall post a notice at or near the same condemning and prohibiting the use thereof; and thereafter no person shall drive or cause to be propelled any automobile, truck, trailer or similar vehicle across the driveway unless and until the ~~Superintendent of Streets~~ Department of Building & Zoning finds that it is restored to good condition. It shall be unlawful for anyone other than the ~~Superintendent of Streets~~ Department of Building & Zoning or someone duly authorized by him to remove any notice posted as aforesaid and whenever the ~~Superintendent of Streets~~ Department of Building & Zoning finds that any such driveway is not in good condition he shall endeavor to give personal notice thereof to the owner or occupant of the abutting property which has been serviced by the driveway. Failure of the ~~Superintendent of Streets~~ Department of Building & Zoning to give such personal notice shall in no way impair the validity of any action taken by him hereunder. Neither shall it validate the use of the driveway in violation of any of the provisions hereof nor relieve anyone from any responsibility therefor or from the imposition of any penalty hereunder.

driveway in violation of any of the provisions hereof nor relieve anyone from any responsibility therefor or from the imposition of any penalty hereunder.

**§ 99.04 (B)(3)** Diseased, dead or dying trees as confirmed by ~~the Building and Zoning Official and when necessary~~ a designated plantsman;

**§ 99.05 (A)** *Removal, relocation or replacement.* Removal, relocation or replacement of trees is prohibited unless a permit therefor has been first obtained. Tree removal permits for the removal, relocation, or replacement of trees covered herein shall be obtained by submitting to the Building and Zoning Official an application on a form prescribed by the village. The tree removal permit fee shall be ~~\$15~~ \$23. ~~for lots containing homes, home units, and developed and occupied commercial and industrial units. The tree removal permit fee for tree clearing in conjunction with the issuance of a building permit shall be \$25.~~

**§ 99.30** Any tree, or part thereof, whether living or dead, infected with or attacked by *Ceratocystis ulmi* (the Dutch elm disease) or Emerald Ash Borer is declared to be a nuisance. It shall be unlawful to permit any tree or part thereof so infected to remain in the village.

**§ 99.31** Members of the Police Department or the ~~Street Department~~ Department of Public Works of the village are authorized to inspect and examine any tree in the village to determine whether or not it is infected by the Dutch elm disease or Emerald Ash Borer. Upon discovering that any such tree is so infected, the owner or occupant of the premises shall be notified of this fact.

**§ 99.32** It shall be the duty of the owner or occupant of any land upon which such diseased tree or part thereof exists to have the same removed and ~~burned~~ appropriately disposed of within 30 days of notice by the Police Department or ~~Street Department~~ Department of Public Works that such tree or part thereof is so infected; ~~the notice~~ such notice shall be sent by registered mail or personally served upon the person to whom was sent the tax bill for the general taxes for ~~the last preceding year~~ the property. The notice shall contain the substance of this subchapter and shall ~~notify~~ identify the property by common description and the tree or trees affected. After 30 days, the corporate authorities or any person performing the services by the authority of the village shall have the right to enter upon the premises and to remove the diseased trees.

**§ 99.33 (A)** Where the owner or occupant of the premises concerned does not properly dispose of the infected trees within the 30 days after the notice, or where the owner or occupant cannot be located, the members of the Police Department or ~~Street Department~~ Department of Public Works or any contractor hired by the village for that purpose are authorized to remove and destroy the infected tree.

village files notice of lien in the office of the Recorder of Deeds in the county in which the real estate is located. ~~or in the office of the Registrar of Titles of such county if the real estate affected is registered under the Torrens System.~~

**§ 110.001** Applications for all licenses and permits required by ordinance shall be made in writing to the Village ~~Collector~~ Clerk in the absence of a provision to the contrary. Each application shall state the name of the applicant, the permit or license desired, the location to be used, if any, the time covered, and the fee to be paid; and each application shall contain such additional information as may be needed for the property guidance of the village officials in the issuing of the permit or license applied for.

**§ 110.002** Forms for all licenses and permits, and all applications therefor, shall be prepared and kept on file by the Village ~~Collector~~ Clerk.

**§ 110.003** Each license or permit issued shall bear the signature of the Village President and the Village Clerk ~~or Collector~~, in the absence of any provision to the contrary.

**§ 110.005** ~~In the absence of a provision to the contrary, all fees and charges for licenses or permits shall be paid in advance at the time application therefor is made to the Village Clerk. When application for an annual license is made after the expiration of 6 months of the current license year, the license for the remainder of the year shall be issued upon the payment of ½ the annual fee.~~ Any license or fee required herein shall be pursuant to the Schedule of Fees published annually by the Village and from time to time amended.

**§ 110.008** ~~TRANSFER,~~ CHANGE OF LOCATION

~~**§ 110.008 (A)** Licenses issued may be transferred by the original licensee provided that written notice thereof is given to the village 10 days before the transfer is made, but no more than 1 transfer of any license shall be made within any license year; provided, that it shall be unlawful to transfer any peddler's, itinerant's or merchant's license, or liquor license, and any attempt to transfer such a license shall have no effect.~~

**NOTE:** Due to 110.008 (A) being deleted, the existing 110.008 (B) becomes 110.008 (A).

~~**§ 110.009** No business, licensed or not, shall be so conducted or operated as to amount to a nuisance in fact.~~

**NOTE:** Due to the deletion of 110.009, the existing Sections 110.010 through 110.013 should be renumbered accordingly.

~~**§ 110.067 (C)** Cigarette and tobacco product machines, the annual license fee shall be \$100 per machine.~~

## **BARBER SHOPS**

### **~~§ 110.125~~ LICENSE REQUIRED.**

~~It shall be unlawful to conduct a barber shop in the village without having first secured a license therefor as is herein required. Applications for such licenses shall be made in writing to the Village Collector.~~

### **~~§ 110.126~~ REGULATIONS.**

~~Premises used for a barber shop shall be kept in a clean and sanitary condition and the employees of such barber shops must keep themselves clean both as to person and clothing. Utensils and tools must be sterilized before being used on any patron. It shall be unlawful to keep as an employee in any such shop any person afflicted with a contagious disease of any kind and unlawful for any person so afflicted to continue to work in such shop.~~

### **~~§ 110.127~~ INSPECTIONS.**

~~The Health Inspector shall make or cause to be made such inspections as may be necessary to insure compliance with the provisions of this subchapter, and it shall also be the duty of the Health Inspector to make such inspections.~~

**§ 110.160 (B)** Commencing August 1, 2001, and thereafter, any person engaged in the business of scavenger or collection of refuse shall pay a license fee of ~~\$200~~ \$500 per year.

**§ 110.161** Applications for such permits shall be made to the Village ~~Collector~~ Clerk. ~~and shall be referred by him to the Health Inspector.~~

~~**§ 110.999 (B)** Any person violating any provision of §§ 110.065 et seq. shall be fined not less than \$10 nor more than \$500 each time; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.~~

## **CHAPTER 114: AMUSEMENTS**

### ***Coin-Operated Amusement Devices***

**114.35** Possession of gambling ~~deices~~ devices prohibited; exception

**§ 114.02** It shall be unlawful to conduct or operate any amusement which is open to the public and for which admission fee is charged without having first secured a license therefor. Applications for such licenses shall be made to the Village ~~Collector~~ Clerk and shall comply with the general provisions of this Code relating to applications.

~~§ 114.03~~ ~~AMUSEMENTS IN GENERAL.~~ Remove this section in its entirety.

~~§ 114.04~~ ~~ATHLETIC EXHIBITIONS.~~ Remove this section in its entirety.

~~§ 114.05~~ ~~BILLIARD, POOL HALLS, TABLES~~ Remove this section in its entirety.

§ 114.06 (B) Commencing on August 1, 2001, and thereafter, the annual license fee for any such license shall be ~~\$100~~ in accordance with the posted Schedule of Fees pursuant to Section 110.005.

§ 114.07 (A) *Fee.* The license fee shall be ~~\$50 per every 7 day period, or part thereof~~ in accordance with the posted Schedule of Fees pursuant to Section 110.005.

§ 114.07 (C) *Liability insurance.* Prior to the issuance of a license provided for herein, the owner of each ride or device shall purchase and file with the Village Clerk a public liability policy or certificate of insurance with minimum coverages of ~~\$100,000~~ \$200,000 per person and \$300,000 for each accident.

§ 114.07 (E) *Penalty.* Any person violating any provision of this section shall be fined not less than ~~\$50~~ \$25 nor more than ~~\$500~~ \$750, and a separate offense shall be deemed to have occurred on each day a violation occurs or continues.

§ 114.07 (F) *Other Limitations.*

(1) The carnival shall not exceed 10 days.

(2) The carnival shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on a church, school or public park property even if located next to residential property.

(3) The event must be operated or sponsored by a not-for-profit organization based in the village.

(4) No private property location may host more than one carnival per year.

(5) All carnival workers must keep governmental issued photo identification on their person at all times during the public event. The government issued identification must be presented at any time to an officer of the village upon request.

(6) Only those carnival employees who have completed a background check through the Village of Wauconda Police Department will be permitted to work on the premises. The background check is valid for the calendar year in which it is conducted and is subject to review after the initial approval. No person will be allowed to work the event if he/she:

- \* Is a registered child sex offender; or
- \* Has been convicted of a felony in the past five years; or
- \* Has been convicted of any other crime involving moral turpitude or violence; or
- \* Is identified as a known gang member in the Illinois State Police LEADS system; or
- \* Is deemed unfit for any reason by the Village of Wauconda Police Department.

**§ 114.08** Add the following to this section:

(C) Other Limitations.

- (1) The circus shall not exceed 10 days.
- (2) The circus shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on a church, school or public park property even if located next to residential property.
- (3) The event must be operated or sponsored by a not-for-profit organization based in the village.
- (4) No private property location may host more than one circus per year.
- (5) All circus workers must keep governmental issued photo identification on their person at all times during the public event. The government issued identification must be presented at any time to an officer of the village upon request.
- (6) Only those circus employees who have completed a background check through the Village of Wauconda Police Department will be permitted to work on the premises. The background check is valid for the calendar year in which it is conducted and is subject to review after the initial approval. No person will be allowed to work the event if he/she:

- \* Is a registered child sex offender; or
- \* Has been convicted of a felony in the past five years; or
- \* Has been convicted of any other crime involving moral turpitude or violence; or

\* Is identified as a known gang member in the Illinois State Police LEADS  
system; or

\* Is deemed unfit for any reason by the Village of Wauconda Police  
Department.

**§114.09 MOTION PICTURES.**

Remove this section in its entirety.

**~~§ 114.10 PUBLIC DANCES.~~**

Remove this section in its entirety.

**§ 114.26 (A)** It shall be unlawful for any proprietor to use and operate, or keep for use and operation, any coin-operated amusement device in any public place or premises within the village unless a license therefor shall have first been obtained, as hereinafter provided. ~~No premises or proprietor of any premises or public place shall have available for use and operation more than 6 such devices of which no more than 1 can be billiard, pocket billiard, pool tables or bumper pool tables (with an area equal to or less and 40 inch by 80 inch).~~ The only person or premises which shall be eligible for the keeping, operation or use of any coin-operated amusement devices shall be premises which are already licensed as a recreational use or ~~Class A, Class B or Class C liquor licenses~~ hold a liquor license under Ch. 119 relating to liquor regulations (provided that such licensed premises must contain a bar as defined in § 119.02 of this Code relating to liquor regulations); provided that for the purpose of numeral limitation or the type of premises or licensee, coin-operated amusement devices for machine-vended recorded music (juke boxes) and bowling games of the shuffleboard-disc type shall not be so limited in number or by type of license. No premises, as defined herein above, shall be permitted to be subject of a space lease, a partial sublease or franchise lease agreement, the purpose of which is to create more than 1 right to possession in any premises. Any such space lease, partial sublease or franchise lease agreement shall have no force and effect for the purpose of this section relating to coin-operated amusement devices. ~~The owners or operators of a recreational use licensed by the village shall be limited to 2 devices per premises, except in the case of where the owner or operator of the recreational use is a public body in which case the number of coin-operated amusement devices may be increased to 6 devices per premises.~~

**§ 114.26 (B)(2)** ~~The coin-operated amusement device or devices (juke boxes and bowling games of the shuffleboard-disc type excluded) shall be under the direct visual supervision of the owner or an adult employee of the owner over 21 years of age;~~

**§ 114.26 (B) (3) (2)**

**§ 114.26 (B) ~~(4)~~ (3)**

**§ 114.26 (B) ~~(5)~~ (4)** ~~The limitation on number of coin-operated amusement devices shall not prohibit the presence of such devices on premises presently licensed with a number of devices exceeding those set forth in this subchapter; but the number of such devices shall be fixed as of the effective date hereof and that number shall be a legal, but nonconforming, use which shall not increase in number thereafter and which shall not decrease if the number of devices licensed is not continuously maintained.~~ The owners or operators of a recreational use licensed by the village shall be limited to such number of devices as may be determined by the village from time to time.

**§ 116.03** Application for certificate of registration must be filed under oath with the office of the Village ~~Collector~~ Clerk, which form shall require the following information:

**§ 116.04 (A)** Upon receipt of the application, the Chief of Police shall make an investigation of the applicant's business responsibility and moral character for the protection of the public welfare and safety. If the applicant's character and business responsibility is not good, the Chief of Police shall endorse on such application his disapproval and his reasons therefor and return the same to the Village ~~Collector~~ Clerk, who shall notify the applicant that his application is disapproved and no certificate of registration will be issued. Any person aggrieved by the action of the Chief of Police or the Village ~~Collector~~ Clerk in the denial of the application for certificate of registration shall have the right to appeal to the Board of Trustees of the village at their next meeting after the grievance occurs.

**§ 116.04 (B)** If, as the result of such investigation, the character and business responsibility of the applicant is found to be good, the Chief of Police shall endorse on the application his approval and shall return the application to the Village ~~Collector~~ Clerk, who shall deliver to the applicant his or her certificate of registration. The entire investigation shall be completed within 48 hours unless the Village ~~Collector~~ Clerk shall notify the applicant within the 48-hour period of time of the difficulty of confirmation of any information and thereafter, the time for processing shall be extended for an additional 7 days. After the application is approved, the Village ~~Collector~~ Clerk shall ~~obtain the signature of the Village Clerk on the~~ sign the certificate of registration which Clerk shall thereafter keep a permanent record of all certificates of registration so issued. Certificates of registration will not be transferrable, but if application is made for an extension during the term of the certificate of registration, no new application shall be required, but an additional certificate fee may be required.

**§ 116.09** ~~Hawking in the village is prohibited.~~ To sell goods in public places by calling out to people in the village is prohibited.

**§ 116.25** It shall be unlawful to operate or carry on the business of keeper of a junk shop, store or place for the purchase or sale of junk, rags, old rope, paper or bagging, old iron, brass, copper or empty bottles. ~~without having obtained a license therefor as is hereinafter provided. A junk dealer's license is also required for keeping, purchasing or selling used cars in an operable or inoperable condition for junk; provided, however, that any person licensed as a used car dealer or as a used auto parts dealer shall be excused from the payment of any license fee hereunder and he shall not be required to register hereunder. Any person, firm or corporation requiring such a license shall make application to the Village Clerk. The application shall be referred to the Building Inspector or the Zoning Enforcement Officer of the village for investigation and inspection of subject premises.~~

**§ 126.26 (B)** Junk yards may be located in the village in that area of the village which lies northwest of the intersection of ~~Glynch Road (also known as Bonner Road)~~ Bonner Road and Garland Road.

**§ 116.45 (A)** It shall be unlawful to engage in the business of used automobile accessories or parts, including tires, in the village. ~~without having first secured a license therefor; provided, sales of such used or secondhand parts or accessories made incidental to the business of selling new cars or tires, or incidental to the garage or repair shop business shall not be construed as engaging in such business.~~

~~**§ 116.45 (B)** The annual fee for such license shall be \$200.~~

~~**§ 116.46 — STOLEN GOODS.**~~

~~Every used auto parts dealer who shall receive or be in possession of any goods, articles or things of value which may have been lost or stolen shall, upon demand, produce such articles or things to any member of the Police Department for examination.~~

~~**§ 116.47 — INSPECTIONS.**~~

~~The Village Fire Marshal shall inspect semi-annually the subject premises for fire prevention.~~

~~**CHAPTER 117: TAXICABS** Strike this chapter in its entirety.~~

**§ 119.24 (D)** *Class D licenses:*

~~(5) Prior to selling of the intoxicating liquors authorized under this division (D), the applicant or licensee shall provide satisfactory evidence of having obtained a State of Illinois Special Event Retailer's Liquor License.~~

~~(6) The hours within which sales of alcoholic beverages may be made under this division (D) are between 8:00 a.m. and 11:00 p.m. unless otherwise stated on the license.~~

**§ 119.24 (F)** Class F licenses: Shall permit a caterer or restaurant having a service bar, to serve alcoholic liquor as an incidental part of a food service that prepares meals, but excludes the serving of snacks as a primary meal, at private or public facilities.

(a) All applications for a Class F license must meet all other Liquor Control Ordinances and must also prove they are operating a bona fide catering business.

**§ 119.24 (H)** License Identifiers: The following modifiers to Class A through F licenses may apply if approved by the Liquor Commission:

(1) Outside Service Area (OSA) authorizes the retail sale of alcoholic liquors for consumption in outdoor seating areas adjoining the principal business, as approved by the Building Commissioner's review of the proposed outdoor service area and the approval of the Liquor Commission.

(a) Access to the OSA from the outside must be restricted to areas controlled and monitored by the licensee.

(b) Alcoholic liquor served under this license shall not be consumed in a driveway, parking lot, or other portion of the premises except the interior of the licensed premises and the properly designated OSA.

(c) Alcoholic beverage service shall cease on the OSA no less than one-half (1/2) hour prior to closing time as stated in § 119.48.

(2) Tasting

(a) Allows the licensee to give persons of legal age up to 3 samples in one day, consisting of no more than (235 ILCS 5/6-31 (a)):

(i) 1/4 ounce of distilled spirits.

(ii) One (1) ounce of wine.

(iii) Two (2) ounces of beer.

(3) Club

(a) Allows the licensee, in which establishment there must be a bar for service, to only sell intoxicating liquors to members only, unless a person is a guest accompanied by a member of the club and such guest has first signed a

guest register provided by the licensee. The guest register shall be subject to inspection by Village Officers and Police at any and all times.

(b) The Club identifier sets the fee as listed in § 119.30.

#### **§ 120.04 SIGNS.**

Any person conducting a garage sale is hereby prohibited from erecting more than 6 signs, not exceeding 6 square feet in area, advertising the garage sale. Garage sale signs may not be displayed for more than 3 consecutive days, and may only be displayed during the days that the garage sale takes place. The signs may be placed within the village right-of-way but in no way shall obstruct or impair vision or traffic. It shall be unlawful to attach or place any garage sale sign on any utility pole or street sign located within the village. All garage sale signs shall conform to the Village Sign Ordinance and the regulations stated therein. All signs shall be removed no later than 3 hours after conclusion of the sale. All such fines must contain the permit number issued pursuant to § 120.02 (A).

#### **§ 120.99 PENALTY.**

Any person violating any provision of this chapter shall be fined not less than ~~\$95~~ \$25, nor more than \$750. Each day on which a violation of this chapter exists or continues shall be deemed a separate offense.

#### **§ 121.06 NOT-FOR-PROFIT ORGANIZATIONS.**

Licenses shall be issued only to bona fide non-profit religious, charitable, labor, business, fraternal, educational or veterans' organizations as defined in § 121.01 which operate without profit to their members and which have been in existence continuously for a period of 5 years immediately before making application for a license and which have had during that entire 5-year period a bona fide membership engaged in carrying out their objectives, or to a non-profit fund raising organization that the licensing authority determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardships as the result of an illness, disability, accident or disaster, or a duly organized political committee under the rules of the State of Illinois Board of Elections.

**§ 132.26 (B) Trash haulers.** No person shall make any trash pick up with a truck which has a compactor or the capacity to raise and dump dumpsters in any area zoned for residential or business uses between the hours of ~~11:00~~ 10:00 p.m. and 7:00 a.m., and no employer shall fail to prevent its employee from violating this division while the employee is driving a trash truck owned by or under the control of the employer. For the purposes of this division, testimony

that the name of a business which holds itself out as being in the business of trash hauling was written on the trash truck shall be prima facie evidence that the trash truck was owned by or was under the control of the employer so identified.

§ 150.03 (G) The International Energy Conservation Code/~~2003~~ 2012 with the 2004 supplement,

#### § 150.07 AMENDMENTS TO FIRE CODE.

The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Fire Code, 2003 Edition.

Refer to Village of Wauconda Code, Title ~~6~~ 9, ~~Fire Regulations~~ General Regulations, Chapter ~~2~~ 93, Fire Prevention ~~Code~~.

§ 150.08 (E) Section 302.8: Motor Vehicles: Delete in its entirety and add "Refer to Title ~~8~~ 9 Chapter ~~6~~ 97 of the Village Code.

#### § 150.10 AMENDMENTS TO ENERGY CONSERVATION CODE.

The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Energy Conservation Code, ~~2004~~ 2012 Supplement.

§ 150.11 (I) R 323 Flood Resistant Construction delete in its entirety and insert the following:

The Village of Wauconda is a certified community under Lake County Stormwater Commission and all construction will be in compliance with Ordinance No. 2000-O-37 thereof, and revisions thereto which adopts the Stormwater Development Ordinance of the Village of Wauconda.

~~§ 150.29 (C) The Building Inspector shall maintain a village-wide plan of all dwelling units occupied or held or offered for occupancy which, to the Building Inspector's best knowledge and belief, is based on the applications for certificate of compliance, their renewal, or any other reasonable information available, and establishing a schedule of inspections that will ensure that all such dwelling units and associated premises shall be inspected at least once; provided, however, upon probable cause that a violation exists, where required, additional inspections may be made to take steps needed to bring the subject building, dwelling unit and/or associated premises into compliance with the Property Maintenance Code.~~

§ 152.06 (C) *Portable signs.* Portable signs including sandwich signs may be used as temporary signs for civic, patriotic, or religious purposes, or businesses celebrating grand openings or sales. Portable signs are not to be placed in a position that will obstruct or impair

vision of traffic or in any way or manner create a hazard or disturbance to health and welfare of the general public. A portable sign may also be used to announce a birthday, anniversary, or other like use for a period of 3 days in a residential zone. Portable signs may not exceed 8 square feet per face or exceed 4 feet in height in the CR, CB, RB and Residential Zoning Districts, and is limited to 32 square feet in GB, OR, RB and L1 Districts and may be illuminated. Flashing or moving lights are not permitted. Portable signs used by a business may only be displayed during normal working hours. The base of the portable sign used by a business must be in contact with the building.

§ 152.06 (D) *Special event sign.* Each business within the Central Business (CB), General Business (GB), or Retail Business (RB) Zone may periodically install a sign of this variety on the building or on the zoning parcel. Special events and activities sponsored by civic, patriotic, or religious organizations shall also be subject to the following requirements except that such quasi-public signs may be placed on off-premise private property with the consent of the property owner.

§152.09 (A) This type of wall sign may be installed in the CB, CR, GB, L1 and RB zones.

§ 152.09 (C) The maximum size of any projecting, hanging sign shall not exceed 12 square feet in the CB, CR and RB zones; and shall not exceed 35 square feet in the GB and LI zones.

§152.09 (E) The outer most part of the projecting hanging sign shall not extend beyond the line of building structure or beyond the surface of the portion of the building or structure to which it is attached by more than 60 inches in the CB, CR and RB zones; and shall not extend more than 72 inches in the GB and LI zones. The top of the projecting sign shall not extend above the mid-point of a roof when the roof is a gable or mansard roof; and shall not extend above the roof or parapet of the façade where the projecting sign is attached for other applications.

§ 152.12 ~~MAINTENANCE, AND REPAIR REQUIREMENTS.~~ COMPLIANCE, MAINTENANCE AND REPAIR REQUIREMENTS.

§ 152.12 (B)(2) If, upon inspection, the Code Enforcement Officer finds that a sign is abandoned, unsafe, or not in compliance with village ordinances, he shall issue a ~~written~~ notice to the owner, occupant, or agent of the premises, stating the nature of the violation and requiring the repair, replacement or removal of the sign. ~~within 10 days of the date of the notice.~~

§ 155.99 PENALTY.

Any person, firm or entity violating the terms and conditions of this chapter shall be subject to a fine not ~~to exceed \$750~~ less than \$25 nor more than \$750 with each and every day that the violation is allowed to exist. Each day that a violation exists constitutes a distinct and separate offense under the terms of this chapter. In addition, the corporate authority may take whatever action it deems appropriate to enforce the terms of this chapter, including an action for injunction. All attorney's fees and costs incurred by the municipality in enforcing the terms of this chapter shall be paid by the violator.

**§ 155.002     ~~YEAR~~ YARD, REAR.**

**§ 155.050 (B)(20)**     ~~Wind towers and windmills are permitted only in rear yards and are prohibited in front yards and side yards. Such structures shall be of a height not more than 50% of the lot width and shall be located in the center of the rear yard equidistant from each side. The height is also limited by the depth of the remaining rear yard and the height of such structure shall not exceed 50% of the unused rear yard. The structure shall be located at the center of the rear yard measured from the back lot line perpendicular from the rear yard to the nearest structure. In irregularly shaped rear yards, the height of the structure is limited to 50% of the diameter of the narrowest part of the rear yard and placement shall be at the mid-point of such diameter.~~

**§ 155.096 (B)(2)(a)**     ~~Two acres but less than 5 acres: \$500;~~

~~(B)(2)(b)     Five acres but less than 10 acres: \$700;~~

~~(B)(2)(c)     Ten acres up to and including 20 acres: \$800;~~

~~An additional fee of \$20 per acre shall be added for each acres over 20 acres~~

**§ 155.096 (B)(3)**     Renumber to 155.096 (B)(2). The hearing fee for an amendment to Village Zoning Map for rezoning of existing property shall be ~~\$400~~ \$700.00;

**§ 155.096 (B)(4)**     Renumber to 155.096 (B)(3). The hearing fee for an amendment to the text of the zoning ordinance shall be ~~\$400~~ \$700;

**§ 155.096 (B)(5)**     Renumber to 155.096 (B)(4). The hearing fee for a conditional use permit shall be ~~\$400~~ \$700;

**§ 155.096 (B)(6)**     ~~The hearing fee for a Planned Unit Development (PUD) for 20 acres or less shall be \$800 and each additional acre over 20 acres and an additdional \$20 per acre will be added to the sum of \$800;~~

~~**§ 155.096 (C)** Consultants' fees.~~

~~(1) Each of the hearing fees specified herein shall also include all outside consultants' fees, including Village Attorney fees, incurred by the village during review of the application, the conduct of the hearing and the preparation of any legal documents associated with the processing of the application.~~

~~(2) Each applicant shall pay to the village an estimated amount determined by the Director of Planning and Zoning to be set up as an escrow account to pay for incurred consultants' fees. After the process has been finalized, copies of all consultant's fee invoices will be provided to the applicant. If an escrow balance remains after all consultants' fees are paid by the village, the balance will be returned to the applicant. Likewise, if the estimated and submitted amount of money is less than the total consultants' fees paid by the village, the applicant will be requested to provide a check covering the difference.~~

**§ 155.099 (A) Creation; membership; terms.** A Plan Commission for the village is created pursuant to state statute. The President of the village ~~and the President of the Board of Local Improvements are members~~ is a member ex-officio of the Commission. The Village President shall appoint as members of the Commission 7 citizens of the village. Terms of office shall be staggered. ~~, not more than 1 expiring each year~~ A vacancy in an unexpired term shall be filled for the remainder of that term. The Village President may declare vacant the term of an appointed member who fails to attend meetings during a period of 5 consecutive months. All appointments shall be approved by the Village Board of Trustees.

~~§ 155.099 (D) Official Comprehensive Plan adopted.~~ The document prepared and published for the village by the Lake County Regional Plan Commission entitled The Wauconda Comprehensive Plan of 1967 and all planning studies, land use maps, the Expected Land Use Plan for the Year 1975, the Expected Land Use Plan for the Year 1985, and all other studies submitted to the village by the Lake County Regional Plan Commission, and the Plan Commission of the village, is adopted as the Official Comprehensive Plan of the village. The Plan is adopted pursuant to the written recommendation of the Wauconda Plan Commission dated July 2, 1968, together with the written modifications made a part of the minutes of the Plan Commission and also attached to the recommendation. ~~These modifications are identified in the written recommendations as Exhibits 1, 2 and 3 dated July 1, 1968. Exhibit 1 is a written proposal signed by Edward D. Jacobs recommending an alternative to the northernmost east-west major highway shown on figure 5 of the Comprehensive Plan booklet. Exhibit 2 is a tax map bearing on it a corrected delineation of the University of Illinois bog. Exhibit 333 is a letter dated June 26, 1968, and signed by Jerome A. Young, Sr. protesting the plan to make Garland Road a primary thoroughfare. All of the 3 exhibits are a proper form and shall be given equal consideration and equal weight in the Official Comprehensive Plan with that of the~~

~~formal draft of the Plan. The 3 exhibits constitute an integral part of the Official Comprehensive Plan of the village.~~

~~§ 155.099 (E) Official Comprehensive Plan amended. The official comprehensive Plan and Official Map for Planning for the village is amended by the adoption of that 41 page document entitled 1985 Comprehensive plan Update bearing a revision date of February 9, 1989, and a printing date of May 3, 1989, consisting of 41 pages, and is adopted as an amendment to the existing Comprehensive Plan. The Amended Official Map for Planning bearing a date of April 3, 1989, and revision date of May 20, 1991, is hereby adopted as the Amended Official Map for Planning of the village.~~

~~§ 155.099 (F) Expenditures. Members of the Plan Commission shall serve without compensation. Expenditures for serial or other maps, field studies, secretarial and technical assistance, professional services and for other Commission needs may be made or contracted for but only as provided for and approved by the Village Board of Trustees or some designated officer of the village.~~

**§ 155.100 (A) Creation and membership.** ~~A Board of Appeals is authorized to be established. The word Board when used in this section shall be construed to mean the Zoning Board of Appeals. The said Board shall consist of 7 members appointed by the Village President, with the consent of the Village Board of Trustees. The term shall be 5 years; provided, that the members of the first Board shall serve respectively for the following terms (or until their respective successors are appointed and qualified): 1 for 1 year, 1 for 2 years, 1 for 3 years, 1 for 4 years, 1 for 5 years, 1 for 6 years and 1 for 7 years, and 5 years each for those following the first appointment. One of the members of the Board shall be designated by the Village President, with the consent of the Village Board of Trustees, as chairperson of the Board and shall hold his office as chairperson until his successor is appointed.~~ The Plan Commission is authorized to sit as a Zoning Board of Appeals. The President of the village is a member ex-officio of the Board. The Village President shall appoint as members of the Board 7 citizens of the village. Terms of office shall be staggered. A vacancy in an unexpired term shall be filled for the remainder of that term. The Village President may declare vacant the term of an appointed member who fails to attend meetings during a period of 5 consecutive months. All appointments shall be approved by the Village Board of Trustees. One of the members of the Board shall be designated by the Village President, with the consent of the Village Board of Trustees, as chairperson of the Board and shall hold his office as chairperson until his successor is appointed.

~~§ 155.100 (E)(2) The form of the Consultants Escrow Agreement shall be substantially as set forth hereafter:~~ NOTE: This is the second 155.100 (E)(2).

### **CONSULTANTS ESCROW AGREEMENT**

~~Pursuant to Village ordinance, the undersigned zoning applicant hereby deposits the sum of \$\_\_\_\_\_ to be utilized to pay the consultants hired by the Village Board to consider the application of the undersigned. The undersigned agrees and understands that in the event it becomes necessary for the Village Board to increase the amount of the deposit to cover estimated additional expenses, then the undersigned will deposit those funds within 14 days thereafter. The undersigned agrees and understands that the failure to make deposits might delay the setting of hearings in the matter of the application of the undersigned. At the conclusion of the hearings, any unused portion of the deposit shall be refunded to the applicant.~~

Note: This list current through approved L&A Committee Meeting 9/19/2016.